



# KERALA GAZETTE

## EXTRAORDINARY

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THE CALICUT UNIVERSITY FIRST STATUTES, 1977

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**GOVERNMENT OF KERALA**  
**Higher Education (B) Department**

**NOTIFICATION**

No. 34721/B2/76/H.Edn.

*Dated, Trivandrum, 7th June 1977.*

**S. R. O. No. 560/77.**—In exercise of the powers conferred by section 82 of the Calicut University Act, 1975 (5 of 1975) and in supersession of all Statutes on the subject, the Government of Kerala hereby make the following First Statutes:—

**THE CALICUT UNIVERSITY FIRST STATUTES, 1977**

**CHAPTER I**

**PRELIMINARY**

**1. Short title and commencement**

- (1) These Statutes may be called the Calicut University First Statutes, 1977.
- (2) They shall come into force at once.

**2. Definitions**

- (1) In these Statutes, unless the context otherwise requires:
  - (a) "Academic Year" means a period of twelve months commencing from the first day of June;

Provided that in the case of teachers who are granted extension of service till the end of the academic year, the academic year shall mean the period of ten months commencing from the first day of June.

- (b) "Act" means the Calicut University Act, 1975 (5 of 1975);
- (c) "Chapter" means a chapter of these Statutes;
- (d) "Clear days" means the number of days to be counted excluding the first and the last day;
- (e) "College of Oriental Languages" means a College in which provision is made for courses of study in Oriental Languages only and for the preparation of students for degrees, titles or diplomas of the University in such languages;
- (f) "Department" means a Calicut University Department of Study and/or Research or a Department functioning for a specific service maintained at the cost of the Calicut University Fund;

- (g) "First Grade College" means a college which instructs students for examinations qualifying for degrees;
- (h) "Head of Department" means the officer in charge of a Department who is responsible for its administration including its day to day working;
- (i) "Junior College" means a college imparting instruction in pre-degree courses only;
- (j) "Laws of the University" means the provisions contained in the Calicut University Act, 1975 (5 of 1975) and the Statutes, the Ordinances, the Regulations, Rules and Bye-laws made under the Act;
- (k) "Member of the establishment of the University" means any member of the staff in the administrative and ministerial wings or sections of the University, below the rank of Deputy Registrar and also any member of the administrative and ministerial staff of the constituent units of the University, but shall not include a teacher of the University;
- (l) "Motion" means anything moved either by resolution or by amendment;
- (m) "Professional College" means a college in which instruction is given in any of the following subjects, namely:—
  - (i) Engineering and Technology
  - (ii) Medicine
  - (iii) Ayurveda
  - (iv) Homoeopathy
  - (v) Law and
  - (vi) Education
- (n) "Resolution" means an original assertive statement;
- (o) "Salaried Officer" means an employee of the University in classes I, II and III as specified in Statute 6 of Chapter IV of these Statutes;
- (p) "Section" means a section of the Act;
- (q) "Special meeting" means a special meeting of the Senate convened under sub-section (3) of section 20 of the Act;
- (r) "Subject of study" means a subject for which a separate Board of Studies is set up;
- (s) "University Employee" means every person (other than teacher) in the whole-time employment of the University (other than a person so employed in the contingent or work establishment) and paid for from the Calicut University Fund;
- (t) "University service" means service under the Calicut University, otherwise than as a teacher.

(2) The words and expressions used and not defined in these Statutes but defined in the Calicut University Act, 1975 or in the interpretation and General Clauses Act, 1125 shall have the meaning respectively assigned to them in those Acts.

### **3. Repeal of certain Ordinances**

The Ordinances issued under the Kerala University Act, 1957 (14 of 1957) which are in force in the University area shall stand repealed in so far as matters for which provision is made in these Statutes:

Provided that any order made or action taken under the Ordinances so repealed shall be deemed to have been made or taken under the corresponding provisions of these Statutes.

## **CHAPTER 2**

### **OFFICERS OF THE UNIVERSITY**

#### **VICE-CHANCELLOR**

#### **1. Election of a member to the Committee under sub-section (1) of section 10**

(1) A member to be elected by the Senate for appointment to the Committee referred to in sub-section (1) of section 10 shall be elected at a meeting of the Senate specially convened for the purpose (hereinafter in this Statute referred to as the meeting) by the majority of the members present and voting at the meeting.

(2) Notice of not less than ten days shall be given for the meeting.

(3) One-fifth of the total number of members of the Senate shall form the quorum at the meeting.

(4) In the case of equality of votes at the meeting, the Chairman or the person presiding shall have a second or casting vote.

(5) The manner in which the votes of the members shall be taken at the meeting shall be at the discretion of the Chairman or the person presiding.

(6) If, on the announcement by the Chairman or the person presiding, of the result of voting, any member demands a poll, the same shall be taken in accordance with such method as may be determined by the Chairman or person presiding.

(7) The result of the poll shall be announced by the Chairman or the person presiding, and shall not be challenged.

#### **CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR**

#### **2. General Supervision**

(1) The Vice-Chancellor shall be a whole-time salaried officer of the University who shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the Authorities of the University.

(2) Where an employee of—

- (a) the University; or
- (b) any other University or Institution maintained by, or affiliated to the University is appointed as the Vice-Chancellor, he shall be allowed to continue to contribute to the provident fund to which he is a subscriber, and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

### **3. Eligibility for travelling and daily allowance**

He shall be entitled to travelling and daily allowance at such rates as may be fixed by the Chancellor. The Travelling Allowance Bills and other Bills of the Vice-Chancellor shall not require any countersignature.

### **4. Eligibility for leave**

The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent on duty:

Provided that in the event of the same incumbent being reappointed as Vice-Chancellor for a further term in continuation, he shall be entitled in addition to the leave admissible as above, to leave on full pay for such unavailed period of leave on full pay as may remain to his credit at the end of the previous term.

### **5. Eligibility for leave without pay**

The Vice-Chancellor shall also be entitled, on medical grounds or otherwise to leave without pay for a period not exceeding four months during the term of his office:

Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to leave under Statute 4.

### **6. Sanction of leave**

The Chancellor shall sanction leave to the Vice-Chancellor.

### **7. Eligibility for casual leave**

The Vice-Chancellor shall be entitled to get casual leave for 18 days in a calendar year and such number of Restricted Holidays as are allowed to officers of the Government from time to time.

### **8. Deputation**

The Vice-Chancellor may be deputed on University business to any part of India or abroad.

### **9. Mode of Resignation**

The Vice-Chancellor, may, by writing under his hand, addressed to the Chancellor, resign his office after giving one month's notice in writing of his intention to do so. The Chancellor shall be the authority to accept his resignation.

### **10. Sanction of grants**

The Vice-Chancellor shall have the power to sanction, in consultation with the Syndicate, grants-in-aid to affiliated colleges and other institutions from the University Fund and from the funds placed at the disposal of the University, by the Government or other agencies for the purpose.

### **11. Inspection of Institution**

The Vice-Chancellor may, if he thinks it necessary, nominate any person or persons to inspect and report on the teaching equipment and general condition of any institution or college maintained or recognised by or affiliated to the University or any hostel.

### **12. Power of Vice-Chancellor to transfer employees and posts**

The Vice-Chancellor shall be competent to transfer any employee or post from one institution maintained by the University to another such institution.

### **13. Powers and functions of the Vice-Chancellor**

In addition to the powers specified in the Act, the Vice-Chancellor shall exercise the following further powers:—

#### **A. Academic and Administrative:**

- (1) to sanction study leave, special disability leave and leave without allowances to all employees and officers of the University Office and to the teachers and non-teaching staff in the Departments of the University;
- (2) to sanction deputation of delegates to conferences and seminars;
- (3) to grant exemption from production of attendance certificate in respect of a language to students studying in colleges in which that language is not taught, provided the conditions laid down in the relevant Ordinances are satisfied;
- (4) to grant extra time to disabled candidates for answering papers at University Examinations, on the recommendations of the Principal;
- (5) to accept, in deserving cases, applications from candidates for admission to University Examinations who could not remit the examination fee within the prescribed time;
- (6) to grant increments and declare the probation of University employees above the rank of Assistant Registrars, Officers of the University and to the teachers of the University above the rank of Lecturers;
- (7) to approve the appointment of Medical Officers in affiliated colleges for medical examination of students and to grant exemption therefrom;



- (8) to appoint external experts and chairman for qualifying and for final examination and appointment of examiners for valuation of Ph.D. thesis;
- (9) recognition of Hostels;
- (10) registration of candidates for research;
- (11) recognition of supervising teacher;
- (12) change of subject of research subjects and conversion of research from part-time to full-time and vice-versa;
- (13) to issue orders in recognition of research centres on the basis of the report of Expert Committee;
- (14) to appoint Inspection Commission for inspection of colleges which seek affiliation;
- (15) to issue orders on continuation of affiliation;
- (16) to sanction change of group and grant exemption from minimum attendance to the students according to rules;
- (17) to sanction write off of irrecoverable revenue and negative value of unserviceable articles upto Rs. 2,000.

**B. Financial:**

- (1) to make arrangements for additional charge in leave vacancies and such other short term temporary vacancies when substitutes are not required;
- (2) to open new Heads of Accounts in connection with schemes already sanctioned by the Syndicate;
- (3) to sanction transfer approval of funds from one minor head to another within the major head;
- (4) to accord sanction for all works, original or repairs upto a maximum of Rs. 50,000 (Rupees Fifty thousand) where the following conditions are satisfied, viz.:—
  - (a) The work is one included in a scheme approved by the Syndicate; and
  - (b) Funds have been provided in the University Budget.
- (5) to fix the amount of permanent advance of officers and Heads of Institutions under the University;
- (6) To sanction advances for departmental purpose, exceeding Rs. 500 and upto a limit of Rs. 75,000 (Rupees Seventy-five thousand only) against specific budget provision where the concerned scheme has been sanctioned by competent authority.
- (7) to sanction excursion charges of the students of the University subject to budget provision;



- (8) to accept tenders for works and tenders or quotations for supplies required upto Rs. 1,00,000 (Rupees one lakh) when they are the lowest and in other cases upto Rs. 25,000 (Rupees twenty-five thousand only);
- (9) to permit employees of the University to accept all form of works offered by any University or institution without prejudice to their normal duties and receive remuneration thereto if any;
- (10) to sanction extraordinary expenditure not provided for in the budget to the extent of Rs. 1,000 (Rupees one thousand) provided funds are available by diversion;
- (11) to dispose of unserviceable articles and building where the book value exceeds Rs. 2,000 (Rupees two thousand) in each case;
- (12) to sanction the sale by auction of all standing and fallen trees belonging to the University on the ground under the contract of the University and for the removal of such trees;
- (13) to condone breaks in the continuity of fee concessions and Scholarships;
- (14) to sanction allowance to the employees for extra work done not exceeding Rs. 500 (Rupees five hundred) at a time subject to availability of Funds;
- (15) to sanction expenditure upto Rs. 1,000 at a time on items of unforeseen character including grants for which no provision has been made in the budget subject to the condition that all such expenditure shall be reported to the Syndicate at its next meeting;
- (16) to sanction refund of deposits of earnest monies, securities, etc., exceeding Rs. 100 on the basis of the recommendation of Heads of Departments;
- (17) to sanction reappropriation of funds upto Rs. 10,000 from one major head to another provided that such reappropriation does not involve any recurring liability, that is, a liability which extends beyond the financial year in question;
- (18) to fix the remuneration and the travelling and other allowances payable to persons engaged in the University business.

#### **14. Delegation of powers**

The Vice-Chancellor may delegate any of his administrative powers and functions to any of his subordinate officers unless they have to be done by the Vice-Chancellor himself under *the laws of the University*. The delegation of such powers shall be reported to the Syndicate at its next meeting.

#### **15. Vice-Chancellor to represent the University in certain Organisations**

The Vice-Chancellor shall be the representative of the University on the Association of Indian/Commonwealth Universities and other similar bodies or associations in India or abroad. In case he is unable to attend meetings of these bodies, he may depute a person to represent the University at such meetings.

## THE PRO-VICE-CHANCELLOR

### 16. Powers and functions of the Pro-Vice-Chancellor

The Pro-Vice-Chancellor shall exercise such powers and perform such functions as may be determined by the Chancellor in consultation with the Vice-Chancellor subject to the provisions of these Statutes.

## THE REGISTRAR

### *Conditions of Service*

### 17. Mode of appointment of the Registrar

The Registrar shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman and two other Syndicate members for a period of one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

### 18 (1) Period of probation

The Registrar shall be on probation for a period of one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period of probation for a period not exceeding one year.

(2) On satisfactory completion of probation, the incumbent appointed as the Registrar shall be confirmed by a written order.

(3) If, on the expiry of the prescribed period or extended period of probation, the Syndicate decides that the Registrar is not suitable for continuance in the post to which he has been appointed, it shall discharge him from service or revert him to his original post as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

### 19. Appointment by deputation

Notwithstanding anything contained in Statutes 17 and 18, the Selection Committee, may, in the interest of the University and for reasons to be recorded in writing appoint a person as Registrar by deputation from the State Government Service or Central Government Service, on such terms and conditions as it thinks fit.

### 20. Emoluments

The Registrar shall receive such emoluments as may be determined by the Syndicate.

## **21. Leave, Provident Fund etc., of the Registrar**

The Registrar shall be governed as regards leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes and Ordinances, governing the conditions of service of the non-teaching staff of the University other than Class IV employees.

## **22. Mode of Resignation**

The Registrar, may, by writing under his hand addressed to the Syndicate resign his appointment after giving three months notice of his intention so to do and it shall be competent for the Syndicate to accept his resignation.

## **23. Termination of appointment**

The Syndicate shall be competent to terminate the appointment of the Registrar for grave irregularities committed in the discharge of his official duties, after conducting an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

## **24. Age of Retirement**

The Registrar shall continue in service until he attains the age of 55 years.

### *Powers and Duties of the Registrar*

## **25. Arrangements during absence**

The Registrar shall devote his whole time to the duties of his office and shall not absent himself from work without the permission of the Vice-Chancellor if the period of absence is ten days or less, and of the Syndicate if the period is more than ten days. When the period of absence is ten days or less, the Vice-Chancellor and when it is more than ten days, the Syndicate shall make arrangements for the performance of the duties of the Registrar in such manner and on such terms as the Vice-Chancellor or the Syndicate may respectively determine.

## **26. Ex-Officio Secretary**

The Registrar shall act as the Secretary to the Senate, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, and the Committees appointed by these authorities. He shall also be present at meetings of the Finance Committee.

### *Powers of the Registrar*

## **27. (1) Supervisory Powers**

- (i) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be in charge of the administration of the University office and shall have the power to fix and define the functions and duties of the officers and employees of the University, other than those working under the direct supervision of the Controller of Examinations and the Finance Officer.

- (ii) He shall take prompt steps for the efficient working of the University office, subject to the prior approval of the Vice-Chancellor.

(2) *Other powers.*—The Registrar shall also have power—

- (1) to sanction leave of all kinds except extraordinary leave without allowances, special disability leave and study leave to all employees upto and inclusive of Section Officers;
- (2) (a) to sanction increments to all employees upto and inclusive of Section Officers;
- (b) to transfer employees of the University Office upto and inclusive of the level of Assistant Registrars between the different branches of the office;
- (3) to sanction transfer of posts within the University office and between departments upto and inclusive of Section Officers;
- (4) to appoint persons selected for posts in the University upto and inclusive of Section Officers as and when vacancies arise;
- (5) to take disciplinary action except termination of services against employees of the University upto the level of section Officers and inclusive of them according to rules;
- (6) to sanction refundable Provident Fund to all employees of the University;
- (7) to sanction purchases for the use of the University office upto Rs. 2,000 (Rupees two thousand).
- (8) to sanction advances upto Rs. 1,000 (Rupees one thousand);
- (9) to sanction expenditure incurred against orders issued by the competent authority upto Rs. 5,000 (Rupees Five thousand);
- (10) to sanction cycle advance, mosquito net advance and such other advances for which there is budgetary provision and the amount of advance in individual cases does not exceed Rs. 500 (Rupees five hundred);
- (11) to accept the lowest quotation for purchases for the University office the total expenditure of which does not exceed Rs. 10,000 (Rupees ten thousand);
- (12) to confirm auction the total amount of which does not exceed Rs. 1,000 (Rupees one thousand);
- (13) to sanction the tour of University employees in the University office upto and inclusive of Deputy Registrars;
- (14) to sanction T. A. advance upto Rs. 500 (Rupees five hundred);

- (15) to decide on the use of University vehicles and sanction concessional charges for its use according to rules in this regard;
- (16) to forward applications for job and issue orders relieving officers of the University upto and including the Section Officers on the basis of requests made by them for the same, subject to the service conditions laid down in the statutes;
- (17) to approve the salary fixation of teachers of private colleges upto and inclusive of lecturers and all University employees upto the level of Assistant Registrars;
- (18) to issue revised sanction to meet expenditure from current years budget;
- (19) to approve change of name of candidates according to rules;
- (20) to sanction refund of security deposits and similar other deposits not exceeding Rs. 100 (Rupees one hundred);
- (21) to sanction expenditure on the printing of reports, proceedings etc., at private presses when the works are based on the lowest among the quotations, subject to budget provision;
- (22) to sanction expenditure on account of bills in respect of notification published in the Government Gazette and news papers, subject to the budget provision;
- (23) to sanction expenditure on account of bills for printing work done at the Government Press subject to budget provision;
- (24) to call for and accept quotations for printing minutes of meetings reports, etc., from Private Presses, when acceptance is based on the lowest among the quotations;
- (25) to sanction the printing of new forms and registers;
- (26) to sanction (i) Loan of furniture and (ii) use of University Stadium;
- (27) to sanction purchase of 'Service' postage stamps;
- (28) to sanction petty items of contingent expenditure upto Rs. 250 (Rupees Two hundred and fifty) on each occasion in the University Office under the allotment "Office Expenses and Miscellaneous";
- (29) to grant leave of all kinds (Except for higher studies, leave without allowances and special disability leave) according to service rules to all non-gazetted officers serving in subordinate institutions;
- (30) to sanction the indents for stationery articles from the Government Stores and to issue articles to the subordinate institutions according to necessity;

- (31) to sanction expenditure on special contingencies for amounts not exceeding Rs. 1,000 (one thousand) in each case provided that—
  - (a) the purchase has been previously approved administratively by a competent authority; and
  - (b) the expenditure proposed for sanctioning is derived from quotations approved by the Stores Purchase Committee and the Vice-Chancellor;
- (32) to sanction according to the rules refund or release of deposits other than security deposits for works after satisfactory fulfilment of contract;
- (33) to sanction claims for refund of revenue like examination and other fees, according to the rules, upto Rs. 100 (one hundred) in each case;

**Explanation—**

This monetary limit of Rs. 100 will not apply to cases of refund of receipts erroneously credited to the University Account and claimed for refund. In such cases the refund will be sanctioned fully by the Registrar.

- (34) to engage coolies for carrying out office work on a casual basis and not on monthly or other long term or semi-long term basis;
- (35) to sanction payment of salary and pension contribution to Government on account of deputation of staff to the University from Government Departments;
- (36) to sanction the use of the convocation hall at concessional rates.
- (37) to sanction refund of deposits of earnest monies, securities for works, etc., not exceeding Rs. 100 on the basis of the recommendation of Heads of Departments;
- (38) to sanction departmental advances upto a maximum of Rs. 500 to meet expenditure of an urgent nature subject to the rules and procedures followed by the University against specific budget provision.

**28. Duties of the Registrar**

- (1) It shall be the duty of the Registrar—
  - (a) to be the Custodian of the records, the common seal and other properties committed to his charge by the Syndicate;
  - (b) to conduct the official correspondence of the University and to be responsible for the proper maintenance of all the records of the University;
  - (c) to issue all notices convening meetings of the Senate, the Syndicate, the Academic Council, the Faculties, the Boards of the Studies, and for the Committees appointed by those authorities;



- (d) to prepare and maintain a record of the proceedings of the meetings of the Senate, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, and any Committee appointed by those authorities;
  - (e) to make arrangements for the conduct of elections to the various authorities or bodies of the University under the directions of the Vice-Chancellor;
  - (f) to maintain a Register of graduates, a Register of Matriculates, a Register of Donors, a Register of Endowments, a Register of Registered Graduates and such other Registers as are or may be prescribed by the laws of the University from time to time;
  - (g) to manage, under the directions of the Syndicate, the property and investments of the University and the University Fund;
  - (h) to sign contracts and other agreements on behalf of the University under the directions of the Syndicate; and
  - (i) to perform such other functions as may, from time to time be prescribed by the Syndicate.
- (2) The Registrar, shall, in the execution of his office be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

## **29. Access to University records**

The Registrar, shall on application previously made for the purpose of fixing a convenient hour, arrange that any member of a Faculty or the Senate shall have access to the proceedings of the Faculty or the Senate respectively and to any records other than confidential and privileged documents connected with such proceedings. The members of the Syndicate shall have access to all documents of the University office except those connected with the question papers:

Provided that it shall be competent for the Vice-Chancellor to withhold any document from any member of the Syndicate for good and sufficient reasons.

## **30. Temporary vacancy**

In the event of a temporary vacancy occurring in the office of the Registrar, or where the Registrar is temporarily absent, it shall be competent for the Syndicate to make such arrangements as it may deem fit to carry on the duties of the Registrar.

## **31. Ineligibility for membership of the authorities of the University.**

The Registrar shall be ineligible for election or for appointments as a member of any of the Authorities of the University.

## CONTROLLER OF EXAMINATIONS

### *Conditions of Service*

#### 32. **Mode of appointment of the Controller of Examinations**

(1) The Controller of Examinations shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman and two other Syndicate members, for a period of one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

(2) Notwithstanding anything contained in these Statutes, the Selection Committee, may, in the interest of the University and for reasons to be recorded in writing, appoint a person as Controller of Examinations by deputation from the State Government service or Central Government service, on such conditions as it thinks fit.

#### 33. **Period of Probation**

(1) The Controller of Examinations shall be on probation for a period of one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years;

Provided that it shall be competent for the Syndicate to extend the period of probation by a period not exceeding one year for good and sufficient reasons.

(2) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership to the post to which he has been appointed.

(3) If the appointing authority decides that the incumbent is suitable for full membership, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed his probation. After the issue of such an order, he shall be confirmed by a written order.

(4) If the appointing authority decides, that the probationer is not suitable for such membership, it shall, unless the period of probation is extended by order discharge him from service after giving him a reasonable opportunity to explain.

#### 34. **Emoluments**

The Controller of Examinations shall receive such emoluments as may be determined by the Syndicate which shall not be less than that of a University Professor.

#### 35. **Leave, Provident Fund etc., of the Controller of Examinations**

The Controller of Examinations shall be governed as regards disciplinary proceedings, leave, provident fund, insurance, pension and retirement benefits by the Statutes and Ordinances governing the conditions of service of the non-teaching staff of the University other than Class IV employees.



### 36. **Superannuation**

The Controller of Examinations shall continue in service till he attains the age of 55 years.

### 37. **Resignation**

The Controller of Examinations may, by writing under his hand resign his appointment after giving three months notice of his intention to resign. The Syndicate shall be the authority competent to accept his resignation.

### 38. **Termination of appointment**

The Syndicate shall be competent to terminate the appointment of the Controller of Examinations, if it is established that he has committed grave irregularities in the discharge of his official duties:

Provided that his appointment shall not be so terminated except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

### 39. **Powers and Duties of the Controller of Examinations**

The Controller of Examinations shall have the following powers and duties namely:—

- (a) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange for the preparation, scheduling, marking and reporting of all University Examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with University examinations;
- (b) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University examinations;
- (c) He shall keep the Minutes of the Boards of Examiners and all Committees appointed by the said Boards;
- (d) He shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by them and conduct the official correspondence thereof;
- (e) He shall have the power to countersign the Travelling Allowance Bills of Examiners and paper setters and all other bills relating to examinations;
- (f) He shall perform such other duties as may be prescribed by the Vice-Chancellor or conferred upon him by the Senate, the Syndicate or the Academic Council from time to time.

### 40. **Appointment of Examiners and Question Paper Setters**

The Examiners and Question Paper Setters shall be appointed by the Controller of Examinations, with the prior approval of the Vice-Chancellor, from a panel of names approved by the Syndicate.

#### 41. **Direction and Control**

The Controller of Examinations, shall, in the execution of his office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his duties.

### THE FINANCE OFFICER

#### *Conditions of service*

#### 42. **Mode of appointment of the Finance Officers**

The Finance Officer shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman, two other Syndicate members and one expert to be nominated by the Syndicate for a period of one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

#### 43. **Period of probation**

(1) The Finance Officer shall be on probation for a period of one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment, within a continuous period of two years:

Provided that the Syndicate may, for good and sufficient reasons extend the period of probation for a period not exceeding one year.

(2) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership to the post to which he has been appointed.

(3) If the appointing authority decides that the incumbent is suitable for full membership, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed his probation. After the issue of such an order, he shall be confirmed by a written order.

(4) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended, by order discharge him from service after giving him a reasonable opportunity.

#### 44. **Emoluments**

The Finance Officer shall receive such emoluments as may be fixed by the Syndicate.

#### 45. **Leave, Provident Fund, etc., of the Finance Officer**

The Finance Officer shall be governed as regards disciplinary proceedings, Leave, Provident Fund, Insurance, Pension and Retirement Benefits by the Statutes and Ordinances governing the conditions of service of the non-teaching staff of the University, other than Class IV employees.

#### 46. **Provision for deputation of the Finance Officer**

In case a suitable officer is not available for appointment as Finance Officer, it shall be competent for the Syndicate to request the Government of Kerala or the Government of India to lend the services of an officer who has not less than ten years' experience in matters relating to accounts, and financial administration. If a Government servant is appointed as Finance Officer, he shall be treated as on deputation and be paid the scale of pay he was receiving in Government service with a deputation allowance not exceeding 20% of his pay.

#### 47. **Qualification**

The Finance Officer shall possess such qualifications as may be prescribed by the Syndicate.

#### 48. **Duties of the Finance Officer**

(1) Subject to the general direction and control of the Vice-Chancellor, (1) the Finance Officer shall be in charge of the Finance, Accounts and Audit Branch of the University.

(2) He shall be the principal Adviser of the University on all matters connected with Finance, Accounts and Audit of the University. The advice tendered by him shall generally be followed in the University Office unless they are inconsistent with the provisions of the Act. Any exception to this, shall be recorded by the authorities concerned and thereafter reported to the Finance Committee.

(3) The Finance Officer shall ensure:—

- (a) that the limits fixed by the Senate for recurring and non-recurring expenditure, for a year are not exceeded and that all moneys are expended for the purpose for which they are granted or allotted;
- (b) be responsible for the preparation of annual accounts and the Budget of the University and for their presentation to the Senate;
- (c) keep a constant watch on the progress of expenditure against the budget and on the state of investments;
- (d) watch the progress of the collection of revenue and advise on the methods of collection employed;

- (c) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-verification of equipment and other consumable materials in all departments of the University, University Centres, specialised laboratories, colleges and institutions maintained by the University are conducted;
- (f) report to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities in any particular case and suggest disciplinary action against the persons at fault.
- (g) call for from any centre, laboratory, college or institution maintained by the University any information or returns that he may consider necessary for the discharge of his duties;
- (h) he shall make all arrangements for the transaction of business of the meetings of the Finance Committee;
- (i) to enter into correspondence with the University grants Commission, Government of India, State Government and other institutions and bodies on matters connected with Finance, Accounts and Audit of the University;
- (j) to scrutinise every item of new expenditure not provided for in the budget estimates of the University;
- (k) to make recommendations whenever he deems necessary to the Syndicate on all matters relating to the Finance, Accounts and Audit of the University;
- (l) to suggest any new account or audit form or register considered necessary or to suggest alteration to any existing form or register suitably for the proper working of the University Office and the subordinate offices for the approval of the Finance Committee and the Syndicate;
- (m) to realise and receive grants or other monies due to the University from Central and State Governments. University Grants Commission and other bodies/institutions or individuals;
- (n) to fix the duties and responsibilities of the Deputy Registrars and Assistant Registrars working under him, and to exercise control over these officers and to assess their work and performance.
- (o) the grant increment to non-gazetted staff working under a Head of the Department.

(4) The Finance Officer shall be the custodian and disbursing officer of the Calicut University Fund and all payments received by him shall be credited to that Fund and he shall arrange to issue cheques on behalf of the University.

(5) The Finance Officer shall make all authorised payments out of the University Fund.

(6) The Finance Officer shall be responsible for the proper maintenance of the accounts of the University. It shall also be the duty of the Finance Officer to make arrangements for the audit and payment of bills presented at the University Office.

(7) The receipt of the Finance Officer or the person or persons duly authorised in this behalf by the Senate for any money to payable to the University shall be sufficient discharge for payment of such money.

#### 49. **General powers**

The Finance Officer shall—

- (a) exercise general supervision over the Funds of the University and shall advise it as regards its financial policy; and
- (b) perform such other financial functions as may be assigned to him by the Finance Committee and the Syndicate.

DEPUTY REGISTRARS, ASSISTANT REGISTRARS, ETC.

#### 50. **Appointment of Deputy Registrar**

- (1) It shall be competent for the Syndicate to appoint Deputy Registrars.
- (2) The Deputy Registrar shall be appointed by a written order and his order of appointment shall be lodged with the Registrar.

#### 51. **Period of probation of the Deputy Registrar**

- (1) Every person appointed as Deputy Registrar shall, from the date on which he joins duty, be on probation for a total period of one year within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period of probation by a period not exceeding one year for good and sufficient reasons.

- (2) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership for the post to which he has been appointed.

- (3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended by order revert him to the lower post, after giving him a reasonable opportunity of being heard.

#### 52. **Duties of the Deputy Registrar**

- (1) The Deputy Registrar shall devote his whole time in the performance of his duties and discharge such work, as may, from time to time, be allotted by the Vice-Chancellor and shall also render such assistance as may be required by the Registrar from time to time in the performance of his official duties.

- (2) Save as otherwise provided, the Deputy Registrar, shall, in the execution of his duties, be subject to the control of the Registrar.

### **53. Mode of appointment of Assistant Registrar**

The Assistant Registrar shall be appointed by the Syndicate.

### **54. Period of probation of Assistant Registrar**

(1) Every person appointed as Assistant Registrar, shall, from the date on which he joins duty, be on probation for a total period of one year within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period of probation by a period not exceeding one year, for good and sufficient reasons.

(2) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationers suitability for full membership for the post to which he has been appointed.

(3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended, by order revert him to the lower post.

(4) Every Assistant Registrar shall be appointed by a written order and his order of appointment shall be lodged with the Registrar.

### **55. Duties of the Assistant Registrar**

(1) The Assistant Registrars shall devote their whole time in the performance of their duties and discharge such work as may from time to time be allotted by the Vice-Chancellor. They shall also render such assistance as the Registrar may require from time to time in the performance of his official duties.

(2) Save as otherwise provided, the Assistant Registrars shall in the discharge of their official duties, be subject to the control of the Registrar.

### **56. Conditions of service of the Deputy Registrars and Assistant Registrars**

The Deputy Registrars and the Assistant Registrars, shall as regards disciplinary proceedings, leave, Provident Fund, Insurance, Pension and retirement benefits be governed by the Statutes and Ordinances governing the conditions of service of the non-teaching staff of the University, other than Class IV.

### **57. Appointment of other staff**

The University shall have such other staff as may, from time to time, be decided by the Syndicate.



## CHAPTER 3

### TEACHERS OF THE UNIVERSITY

#### 1. Institution of posts

The Senate shall be competent to institute Professorships, Readerships, Lecturerships and such other teaching and research posts required by the University on the motion of the Syndicate and/or on the proposals of the Academic Council.

#### 2. Abolition or suspension of posts

On the motion of the Syndicate and after report from the Academic Council thereon, the Senate may suspend or abolish any Professorship, Readership, Lecturership or other teaching posts subject however to the condition that in the case of a post which is not permanently vacant at that time, no such suspension or abolition shall take effect until after six months' notice has been given to the permanent incumbent.

#### 3. Appointment of teachers

Teachers of the University shall be appointed by the Syndicate after advertisement inviting applications. In making appointments by direct recruitment to post in any class or category in each department under the University, the University shall observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15, 16 and 17 of the Kerala State and Subordinate Services Rules, 1958, as amended from time to time. It shall however be competent for the Syndicate to appoint in exceptional cases Professors and Readers without advertisement, if it is satisfied that persons already in the service are suitable for the post.

#### 4. Selection Committee for appointment of teachers

(1) When posts are to be filled up after inviting applications by advertisement, the applications received shall be referred to a Selection Committee consisting of the following persons, namely:

- (i) The Vice-Chancellor, who shall be the ex-officio Chairman of the Committee:—
- (ii) (a) For the post of Professor.—The Head of the Department in the rank of Professor, if any, in the subject concerned if the selection is made to an additional post of Professor. Where there is no University Professor in the subject one more additional expert shall be nominated by the Syndicate.
- (b) For the posts of Reader, Lecturer, etc.—The Head of the Department in the subject concerned, provided the post for which selection is made is not of a higher rank than the post held by the Head of the Department.
- (iii) One member of the Syndicate nominated by the Vice-Chancellor.

(iv) (1) two experts in the subject in which the appointment is to be made. In the case of the post of Professor in a department where there is no Professor already one more expert nominated by the Vice-Chancellor.

(2) No member of the Committee who is an applicant for the post or is related to or interested in any of the applicants for the post shall take part in the deliberations of the Committee, so far as that post is concerned.

(3) The Registrar shall be the Secretary of the Committee.

(4) The recommendations of the Committee of selection shall be placed before the Syndicate, which shall make the appointments:

Provided that when the Syndicate proposes to make the appointment otherwise than in accordance with the above provisions or against recommendation of the Selection Committee, the Syndicate shall record its reasons and submit its proposals for the sanction of the Chancellor after getting which alone shall an appointment be made.

### **5. Qualifications**

No teacher shall be eligible for appointment as such in the University, unless he possesses such qualifications as may be prescribed by the Regulations made by the Academic Council.

### **6. Mode of appointment of teacher**

(1) Every teacher of the University shall be appointed by a written order.

(2) A copy of the written order shall be lodged with the Registrar and the other delivered to the teacher concerned and his acknowledgement obtained.

### **7. Emoluments**

The teachers of the University shall receive such emoluments as may be prescribed by the Ordinances.

### **8. Disciplinary Control of the Syndicate**

All teachers of the University shall be subject to the disciplinary control of the Syndicate.

### **9. Applicability of certain Rules to University Teachers**

Subject to the provisions of the Act, and the Statutes issued thereunder the Kerala Service Rules, the Kerala State and Subordinate Service Rules and the Kerala Government Servants Conduct Rules for the time being in force and as amended from time to time shall *mutatis mutandis* apply to the teachers of the University, with such modifications as the context may require and the expression 'government' in those Rules shall be construed as a reference to the 'University':

Provided that the age of retirement of teachers of the University shall be 60.



#### 10. Pension, Insurance and Provident Fund of University Teachers

The teachers of the University shall be eligible for Pension, Insurance, Provident Fund and such other benefits as may be prescribed by the Ordinances made under the Act.

#### 11. Starting pay

The Syndicate may fix the starting pay of a teacher on appointment at any stage in the scale of pay applicable to that post.

#### 12. Teachers without salary

The Syndicate shall have the power to appoint competent persons as visiting Professors without salary to take part in University work in their respective subjects.

#### 13. Probation and confirmation

Every teacher of the University, shall, in the first instance, be on probation. He shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period of probation for a period not exceeding one year.

(2) On satisfactory completion of probation, the teacher shall be confirmed by a written order.

(3) If, on the expiry of the prescribed period or extended period of probation, the Syndicate decides that the teacher is not suitable for continuance in the post to which he has been appointed, it shall discharge him from service after giving him a reasonable opportunity, of being heard.

#### 14. Leave

(1) The authority competent to sanction casual leave to the teachers of a department shall be the Head of the Department. The Head of the Department may avail himself of the casual leave after getting the prior approval of the Registrar for such leave. If the casual leave taken by a head of the department involves or is expected to involve absence from headquarters, he shall make arrangements for the satisfactory discharge of his work during his absence and also report that fact to the Registrar. He shall leave the headquarters only after ensuring himself that his report has reached the Registrar.

(2) Leave other than casual leave, may be sanctioned to the teachers of the grade of Lecturer and above, by the Vice-Chancellor and to the Teachers below the rank of Lecturers by the Head of the Department.

(3) No leave shall be sanctioned without ascertaining the eligibility of the applicant from the leave account maintained for the purpose.

(4) In cases where the University has granted leave without pay to its academic staff for enabling them to accept foreign assignments of visiting Professorships and the like, such leave without pay shall be construed to be on duty and count for increments in the time-scale applicable to a post in which that person was officiating at the time he proceeded on leave and would have continued to officiate but for his proceeding on leave.

*Explanation.*—For the purpose of this Statute, Foreign Assignment means an offer of a teaching-cum-research post outside India, which the University permits its teacher to accept, in case it is of the opinion that the acceptance of such a teaching-cum-research post would enhance the usefulness of the teacher to the University on his return from abroad.

### 15. **Disciplinary procedure**

The provisions relating to disciplinary procedure as contained in Part III of Chapter IV shall *mutatis mutandis* apply in the case of disciplinary action against the teachers of the University:

Provided that the disciplinary authority for imposing minor penalties on teachers of the University, shall be the Vice-Chancellor and for imposing major penalties, the Syndicate.

### 16. **Certain lapses of teachers to be punishable**

The following lapses on the part of teachers in the University shall constitute improper conduct inviting disciplinary action,—

(1) failure to perform his academic duties such as coming to the class without preparation for conducting lecture classes, demonstration, assessment, guidance, invigilation, etc;

(2) gross partiality in assessment of students, deliberately over-marking/undermarking or attempting at victimisation on any ground whatsoever;

(3) inciting students against other students, colleagues or against the University or the State Government or the Central Government:

Provided that a teacher may express his difference on principles in seminars or other places where students are present.

(4) raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects.

(5) refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University, subject to the condition that they are not against the provisions of any law for the time being in force.

### 17. Duties of a University Professor

(1) It shall be the duty of University Professor, as the Syndicate may direct—

- (i) to deliver lectures, conduct classes, engage in research and do such other academic work as relates to his subject;
- (ii) to direct and supervise the work of research students in branches of knowledge relating to his subject working under him; and
- (iii) to advise the Syndicate, the Academic Council and the Faculties with respect to any course of study or examination or any other matter relating to his subject, if so required.

### 18. Head of a Department

The Professor in charge of a department shall be the Head of the Department. The Syndicate shall nominate the Seniormost Professor as the Professor in charge of a Department. It shall however be open to the Seniormost Professor who has been nominated as such to make a request that he shall be relieved of such a responsibility for academic reasons. In such a case, the next seniormost Professor shall be the Professor in charge. The Readers, Lecturers and other members of the teaching staff shall work under the direction of the Professor. If there are more than one Professor, they shall work under the Senior Professor and assist him in the performance of his duties. In departments which have no Professor, the Reader or the Senior Reader, if there are more Readers than one, shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties. In Departments which have no Professor or Reader, the Lecturer or the Senior Lecturer, if there are more Lecturers than one shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties.

### 19. Powers of Heads of Departments

The Heads of Departments shall exercise the following powers:—

(1) *Administrative powers:*

- (i) to sanction tours within the State of all employees of the Department for authorised official purposes with the approval of the Vice-Chancellor,
- (ii) to grant casual leave to all Gazetted Officers serving in the Department,
- (iii) to take disciplinary action against subordinates of non-gazetted status under their control as specified in Chapter IV,
- (iv) to engage workmen for carrying out menial work connected with the office on a casual basis for not more than one day.

(2) *Financial Powers:*

- (i) To operate on the funds provided in the budget under their respective departments and to draw non-countersigned contingent and establishment bills.
- (ii) To sanction write-off of unserviceable stores and other articles like worn out office furniture, appliances, apparatus, books, dismantled materials, etc., upto a maximum book value of Rs. 100 in each case and the disposal of such stores and articles as per the laws of the University.
- (iii) To sanction purchase of books and journals upto the value of Rs. 5,000 according to rules laid down in this regard.

(3) *Contingencies:*

(a) *Ordinary contingencies.*—(i) To accord sanction for all recurring supplies and contingent expenditure required for the normal running of their department/office, for which funds are provided in the University Budget, after following the usual rules and procedures laid down by the Syndicate.

*Note:*—Ordinary recurring contingencies comprise such items as are incidental to the management of any office, eg., purchase of reference books and periodicals, stationery, postal charges, conveyance of records, sweeping and cleaning charges, and petty charges for engagement of workmen on casual basis.

(b) *Special contingencies.*—(ii) To sanction expenditure on non-recurring supplies or special contingent expenditure upto Rs. 1,000 at a time.

*Note:*—Special contingencies comprise such items as exhibits for a museum, special or ordinary apparatus and equipments, materials for a Science department. Articles like Refrigerators, radios, electric fans, iron safes, etc., shall, however, be purchased under sanction of the Vice-Chancellor or other higher authority as required by the rules with reference to the monetary limits.

- (iii) To sanction contingent expenditure for purchase not exceeding Rs. 100 in each case without calling for quotations.

20. **Vacation**

Teachers of the University shall be entitled to a summer vacation of one month between the 15th day of April and the 15th day of June and all gazetted holidays in addition to those fixed by the Syndicate. The Vice-Chancellor may require any teacher to do such work as he may specify other than the normal work during the vacation without any claim for compensation leave, unless the period of leave permitted to be availed of by them is less than a month.

21. **Presence during working days etc.**

Teachers of the University shall be required to be present at their stations of duty throughout the working hours on all working days. They shall also register their vacation address with the University.

## 22. **Permission to leave station**

Teachers of the University shall not leave their stations of duty on holidays or during vacation or leave without giving prior intimation to the Head of the Department of their intention so to do. They shall also give their leave or vacation address. The Heads of Departments shall also give prior intimation to the Registrar before they leave their place of duty and also furnish their leave or vacation address to him. The Registrar shall notify the arrangements made for the discharge of their duties during their absence.

## 23. **Appointment of part-time Teachers.**

(1) It shall be competent for the Syndicate to appoint in the exigencies of service part-time teachers. They shall perform such duties as may be assigned to them.

(2) Part-time teachers shall be appointed for such periods, and paid such salaries as may be fixed in each case, regard being had to the grade of the teacher and the amount of time he is to devote to the work of the University.

(3) Part-time teachers shall be entitled in addition to the Gazetted holidays and other holidays as may be fixed by the Syndicate, to a summer vacation of one month between the 15th day of April and the 15th day of June as in the case of full time teachers and under the same conditions.

## 24. **Constitution of a Departmental Council**

(1) Each Department in the University shall constitute a Departmental Council which shall consist of all the teachers of that Department including the Research Assistant.

(2) Each Departmental Council shall make recommendations, decide on the following and shall meet at least once in a month.

- (a) Budget formulation;
- (b) recommendation regarding institution of new teaching posts and their specialisation;
- (c) all matters relating to research schemes of the Department;
- (d) facilities required for registration of research students in the Department;
- (e) allocation of teaching work and such other matters as may come within the purview of the Departmental Council; and
- (f) delegation of powers among the teachers of the Department.

(3) The decision taken at each meeting of the Departmental Council shall be placed before the Vice-Chancellor for his approval and it shall be the duty of the Head of the Department to see that any such decision which has been approved is implemented without delay.

## CHAPTER 4

## TERMS AND CONDITIONS OF SERVICE OF THE NON-TEACHING STAFF OF THE CALICUT UNIVERSITY OTHER THAN UNIVERSITY TEACHERS

## PART I

1. **Applicability of Chapter**

Subject to the provisions of the Act, this Chapter shall apply to all employees of the University, other than teachers.

2. **Applicability of the Kerala Service Rules etc., to the non-teaching staff**

Subject to the provisions of the Act and the Statutes issued thereunder, the Kerala State and Subordinate Service Rules, 1958, the Kerala Service Rules, 1959 and the Government Servant Conduct Rules, 1960 as amended from time to time in so far as may be applicable and except to the extent expressly provided for in these Statutes, shall apply in the matter of all the service conditions of the University employees in the University service:

Provided that the said rules shall, in their application to the members of the University service, be construed as if the employer were the Calicut University instead of the Kerala State Government.

3. **Travelling Allowance**

The University employees, shall, as regards travelling allowance be governed by the provisions regarding travelling allowance as contained in the Kerala Service Rules (as amended from time to time) for the time being in force.

4. **Disciplinary Procedure**

Disciplinary action against the University employees shall be taken in accordance with the provisions of Part III of this Chapter.

5. **Leave**

The authority competent to sanction casual leave shall be as provided in Part IV.

## PART II

6. **Constitution of the Calicut University Administrative Service**

There shall be a service called the Calicut University Administrative Service which shall consist of the following classes of post—

*Class I*—Posts on scales of pay with a minima of Rs. 850 per mensem and above.



*Class II*—Posts on scales of pay with a minima of Rs. 435 and above but less than Rs. 850 per mensem.

*Class III*—Posts on scales of pay with a minima of Rs. 210 and above but less than Rs. 435.

*Class IV*—Posts on scales of pay with a minima of Rs. 196 per mensem.

The employees belonging to classes I and II shall have the status of Gazetted Officers of the Kerala Government Service.

#### **7. Scales of pay, qualification, method of recruitment etc.**

The scales of pay of the various posts in the University shall be such as may be prescribed by the Ordinances.

#### **8. Recruitment to posts**

Recruitment to posts shall be made on the basis of the recommendation made by a Selection Board consisting of the Vice-Chancellor or Pro-Vice Chancellor as Chairman, Convener of the Standing Committee of the Syndicate on staff, and Convener of the Standing Committee of the Syndicate on Finance. The Registrar shall be the Member-Secretary to the Board. The Board may conduct such tests as are deemed necessary to determine the suitability of candidates for appointment. It may also fix the rates of fee for admission to the tests. In making appointments by direct recruitment to posts of non-teaching staff in the University, the University shall observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15, 16 and 17 of the Kerala State and Subordinate Service Rules, 1958 as amended from time to time:

Provided that it shall be competent for the Vice-Chancellor to make recruitment to posts the maximum of which does not exceed Rs. 600 with or without the aid or advice of the Committee, in case he is of opinion that appointments should be made immediately.

#### **9. Probation**

Every person appointed to class I, II and III posts shall, from the date on which he joins duty be on probation for a period of one year within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period of probation for a period not exceeding one year for good and sufficient reasons.

(2) If, on the expiry of the prescribed period or extended period of probation, the Syndicate decides that a person appointed to any class or category is not suitable for continuance in the post to which he has been appointed it shall discharge him from service or revert him to his original appointment as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(3) On satisfactory completion of probation, every person shall be declared to have satisfactorily completed his probation by a written order of the competent authority. Thereafter, he shall be come eligible for confirmation.

#### 10. **Passing of examination or test**

The University employees shall be required to pass such departmental tests or examinations within such period as may be prescribed by the Syndicate, within the period of probation.

#### 11. **Temporary Appointments**

(1) If owing to an emergency it has become necessary in the interest of the University to fill immediately a vacancy in a post borne on the cadre of a service and there would be undue delay in making such appointment in accordance with these Statutes, the appointing authority may temporarily appoint a person, otherwise than in accordance with these Statutes, until a person is appointed in accordance with these Statutes:

Provided that a person appointed under this clause shall not be allowed to continue in such post for a period exceeding three months:

Provided further that before a person is appointed under this Statute, persons who are admittedly senior to him shall also be appointed, even if they are absent from duty, whether on leave or on foreign service or on deputation or for any other valid reason, and allowed to continue as such subject to the condition that persons so appointed shall not be eligible for the higher time scale of pay by virtue of such appointments unless otherwise specifically ordered by the competent authority.

*Note:—*(1) Even where it is considered necessary to sanction the higher time scale of pay not more than one person either the senior most fit person in a series of adjacent persons outside the ordinary line, or, if such a person either forgoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension, then the next below in the series may be authorised to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior.

*Note:—*(2) A fortuitous officiating appointment given to a person who is junior to one outside the regular line does not in itself give rise to a claim on the part of the senior to the higher time scale of pay.

(2) No appointment under clause (1) shall ordinarily be made of a person who does not possess the requisite qualification if any prescribed for the post. Every person who does not possess such qualification and who has been or is appointed under clause (1) shall be replaced as soon as possible by a person possessing such qualification.



(3) Where it is necessary to fill a short vacancy in a post borne on the cadre of service and the appointment of the person who is entitled to such appointment under these Statutes would involve exceptional administrative inconvenience, the appointing authority may appoint any other person who possesses the prescribed qualifications if any.

(4) A person appointed under clause (1) shall, whether or not he possesses the qualifications prescribed for the post to which he is appointed be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under these Statutes:

Provided that persons appointed under clause (1) or (2) shall be replaced in the order of seniority based on length of temporary service in the unit.

(5) A person appointed under clause (1) or (3) to a post borne on the cadre of the service shall not be regarded as a probationer or be entitled by reason only of such appointment to prescribed claim to future appointment:

Provided that where such a person is subsequently appointed to the same post in accordance with these Statutes, he shall commence his probation therein from the date of such subsequent appointment or from such earlier date as the appointing authority may determine and he shall also be eligible to draw increments in the time scale if any applicable to the post from the date of commencement of his probation but shall not be entitled to arrears of pay, unless otherwise ordered by the Syndicate.

(6) Subject to the provisions of the relevant service rules and Ordinances as regards pay there shall be paid to the person appointed under clause (1) or (3) to hold temporarily a post borne on the cadre of the service either his substantive pay or the pay of the lowest grade or the minimum pay in the time scale of pay, as the case may be, applicable to the service, whichever is higher.

## **12. Temporary Promotion**

(a) (i) If owing to an emergency it has become necessary in the interest of the University to fill immediately a vacancy in a post borne on the cadre of a higher category in any class of service by promotion from a lower category and there would be undue delay in making such promotion in accordance with these Statutes, the appointing authority may promote a person otherwise than in accordance with these Statutes temporarily.

(ii) No person who does not possess the qualifications prescribed for the post shall ordinarily be promoted under sub-clause (i). A person promoted, under sub-clause (i) of clause (a) shall be replaced as soon as possible by the member of the service who is entitled to the promotion under the Statutes or by a candidate appointed in accordance with the Statutes, as the case may be.

(b) Where it is necessary to fill a short vacancy in a post borne in the cadre of a higher category in any class of service by promotion from a lower category and the appointment of the person who is entitled to such promotion

under these Statutes would involve exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualifications, if any, prescribed for the higher category.

(c) A person temporarily promoted under sub-clause (i) of clause (a) shall, whether or not he possesses the qualifications prescribed for the post to which he is promoted, be replaced as soon as possible by the member of the service who is entitled to promotion under these Statutes.

(d) A person promoted under clause (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category. If such a person is subsequently promoted to the higher category in accordance with these Statutes, he shall commence his probation if any in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine. He shall also be eligible to draw increments in the time scale of pay applicable to such higher category from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the Syndicate.

(e) Subject to the provisions of the relevant service rules as regards pay, there shall be paid to a person promoted under clause (a) or (b) either his substantive pay or the pay of the lowest grade or the minimum of pay in the time scale of pay, as the case may be applicable to the higher category, whichever is higher.

### **13. Appointment in the place of members dismissed, removed or reduced**

Where a person has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby or arising subsequently in such class, category or grade in the service shall be substantively filled to the prejudice of such person, until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided, and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

### **14. Posting and transfers**

All University employees shall be bound to serve throughout the University area.

### **15. Confidential reports**

(1) *University employees except Deputy Registrars, Assistant Registrars and Heads of Departments.—*

Every University employee in class I and II service shall report on the 15th January of each year, in form 1 on the work and conduct of the employees who had served under him for a period of not less than 4 months in the calendar year immediately preceding. The report shall be countersigned by his immediate official superior or superiors who shall record thereon such observations as he/they would deem it necessary to record and forward it to the Registrar not later than 31st January.

(2) In respect of officers in whose case the confidential reports are to be maintained, the following procedure shall be followed:—

As soon as the report is written by the reporting officer and reviewed by the reviewing officer, it shall be shown to the officer concerned and his acknowledgement obtained on it, so that he could have a complete picture of the impression he has created on the reporting officer.

(3) If any representation is received from the officer regarding the report it shall be filed along with the report together with any comments that the reporting/reviewing officer may have to make on such representation. Acknowledgement of the officer concerned on these further remarks made by the reporting/reviewing officer shall also be obtained as proof that he has seen it.

(4) No confidential report shall be maintained in respect of the following categories of staff:

1. Assistant, Grade II
2. Stenographers
3. Typists
4. Library Assistant
5. Sergeant
6. All class IV Employees

(5) *Deputy Registrar, Assistant Registrars.*—The provision of clauses (1) to (3) shall *mutatis mutandis* apply to these officers except that the Registrar/Controller of Examinations/Finance Officer shall write the confidential report in Form I in respect of those who are working under them and keep them in their personal custody, after perusal by the Vice-Chancellor.

(6) *Registrar, Controller of Examinations, etc.*—The Vice-Chancellor shall write the confidential reports of the Professors, the Registrar, the Controller of Examinations and the Finance Officer in Form I and keep them in his custody.

(7) *Heads of Departments.*—The provision of clauses (1) to (3) shall *mutatis mutandis* apply to the Heads of Departments except that the Vice-Chancellor shall write their confidential reports in Form I and keep them in his personal custody.

## 16. Relinquishment of rights by members

Any person may, in writing, relinquish any right or privilege to which he may be entitled under these Statutes, if in the opinion of the appointing authority such relinquishment is not opposed to the interests of the University and nothing contained in these Statutes shall be deemed to require the recognition of any right or privilege to the extent to which it has been relinquished.

## 17. Members absent from duty

The absence of a member of the University service from duty, whether on leave, on foreign service or on deputation or for any other reason and

whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise eligible, render him ineligible in his turn—

(a) for reappointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer;

(b) for promotion from a lower to a higher category in the service as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation on his return.

### PART III

## DISCIPLINARY PROCEDURE

### 18. Definitions

In this part, unless the context otherwise requires,—

(a) 'Appointing authority' means the authority empowered to make appointments to the post which the University employee for the time being holds.

(b) 'Disciplinary authority' in relation to the imposition of a penalty on a University employee, means the authority competent under these Statutes to impose on him that penalty.

### 19. Suspension

(1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Syndicate in that behalf may, at any time, place a University employee under suspension—

(a) Where a disciplinary proceeding against him is contemplated or is pending; or

(b) Where a case against him in respect of any criminal offence is under investigation or trial; or

(c) Where in the opinion of the authority aforesaid he has engaged himself in activities prejudicial to the interests of the University.

(d) Where final orders are pending in the disciplinary proceeding, if the appropriate authority considers that in the then prevailing circumstances it is necessary, in the interest of the University, that the University employee should be suspended from service of the University;

(2) A University employee shall be deemed to have been placed under suspension by an order of the appointing authority—

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

(b) With effect from the date of his conviction, for an offence if he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

*Explanation:—*The period of forty-eights hours referred to in sub-clause (b) of clause 2 shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of suspension, if any, shall be taken into account.

(3) (a) An order of suspension made or deemed to have been made under this Statute shall continue to remain in force until it is modified or reviewed by the authority competent to do so.

(b) Where a University employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceeding.

## **20. Report of suspension**

Where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority, the circumstances under which the order was made.

## **21. Continuance of suspension in case of further enquiry**

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on revision under these Statutes and the case is remitted for further inquiry or action or with any other direction the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

## **22. Continuance of suspension in certain other cases**

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case decides, to hold a further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

### 23. Modification or revocation of suspension

An order of suspension made or deemed to have been made under these Statutes, may, at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

### 24. Payment of Subsistence Allowance

(1) Whenever a University employee is placed under suspension he shall be paid such subsistence and other allowances admissible under the rules for the time being in force regulating such matters:

Provided that where the period of suspension exceeds twelve months it shall be within the competence of the suspending authority to increase or reduce the amount of subsistence allowance for any period subsequent to the period of the first twelve months subject to the following conditions, namely:—

- (i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority, the period of suspension has been prolonged for reasons not directly attributable to the member of service;
- (ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty per cent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority the prolongation of the period of suspension has been due to reasons directly attributable to the member of the service.

(2) No member of the service shall be entitled to receive payment under clause (1), unless he furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation.

### 25. Imposition of Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a University employee, namely:—

#### A. Minor Penalties:

- (i) Censure;
- (ii) Fine (in the case of persons on whom such penalty may be imposed under these Statutes);
- (iii) Withholding of increments or promotion;
- (iv) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the University or a State Government or the Central Government or to a local authority or any legally constituted body, by negligence or breach of orders;
- (b) Recovery from pay to the extent necessary, of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.



*Explanation.*—In case of stoppage of increments with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

**B. Major Penalties:**

(v) Reduction to a lower rank in the seniority list or to a lower grade or post or time-scale:

Provided that in the case of reduction of rank in the seniority list, such reduction shall be permanent.

*Note.*—1. The period of reduction shall not be less than six months and not more than five years. If the period is not specified in the order, the period of reduction shall be deemed to be six months.

*Note.*—2. Reduction to a lower stage in the time scale can be with or without the effect of postponing future increments. If no mention is made about this in the order, the reduction shall be deemed to be without the effect of postponing future increments.

(vi) Compulsory retirement;

(vii) Removal from the University service which shall not be a disqualification for future employment, unless otherwise directed specifically;

(viii) Dismissal from the University service which shall be a disqualification for future employment.

*Explanation.*—The following shall not amount to a penalty within the meaning of this Statute:—

(i) Withholding of increments of a University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the Statutes or orders governing the services or post or the terms of his appointments.

(ii) Stoppage of a University employee at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar.

(iii) Non-promotion, whether in an officiating or substantive capacity, of a University employee after consideration of his case, to a higher grade or post, for promotion to which he is eligible.

(iv) Reversion to a lower service, category, class, grade or post of a University employee officiating in a higher service, category, class, grade or post on the ground that he is considered, after trial to be unsuitable for such higher service, category, class, grade or post or on administrative grounds unconnected with his conduct.

(v) Reversion to his previous service, category, class, grade or post of a University employee appointed on probation to another service, category, class, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the Statutes governing probation.

- (vi) Replacement of the service of a person whose services have been borrowed from the Central Government or State Government or a local authority at the disposal of the authority which had lent his services.
- (vii) Compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement.
- (viii) Termination of service of a University employee during or at the end of the period of his probation, in accordance with the terms of the appointment or the laws of the University.

## **26. Fine**

The penalty of fine as such shall be imposed only on University employees holding Class IV posts.

## **27. Disciplinary authority**

(a) The penalties specified in items (i), (ii), (iii), and (iv) of Statute 25 may be imposed on a University employee by the Registrar or the Head of Department.

(b) The penalties specified in items (i) to (viii) of Statute 25 may be imposed on any of the members of the establishment of the University office whose pay or maximum pay does not exceed Rs. 560 per mensem by the Registrar.

(c) The penalties specified in items (v) to (viii) of Statute 25 may be imposed on a University employee below the rank of a Deputy Registrar by the Vice-Chancellor.

(d) The penalties specified in items (i) to (viii) of Statute 25 may be imposed on a University employee and Officer of and above the rank of Deputy Registrar by the Syndicate.

## **28. Powers of Higher Authorities**

The powers which an authority may exercise under Statute 27 shall be exercisable by the higher authorities also.

## **29. Bar of Jurisdiction**

Where in any case, a higher authority has imposed or declined to impose a penalty under these Statutes, a lower authority shall have no jurisdiction to proceed under these Statutes in respect of the same case.

## **30. Supersession**

The order of a higher authority imposing or declining to impose in any case a penalty under these Statutes shall supersede any order passed by a lower authority in respect of the same case.



## PROCEDURE FOR IMPOSING MAJOR PENALTIES

### 31. Inquiry

Without prejudice to the provisions of the Kerala Public Servants (Inquiry) Act, 1963, no order imposing on a University employee any of the penalties specified in items (v) to (viii) of Statute 25 shall be passed except after an inquiry held as far as may be, in the manner hereinafter provided, in Statutes 32 to 45.

### 32. Formal inquiry how and when ordered

(a) Whenever a complaint is received or on consideration of the report of an investigation, or for other reasons, the disciplinary authority or the appointing authority or any other authority empowered by the Syndicate in this behalf is satisfied that there is prima facie case for taking action against a University employee, such authority shall frame definite charge or charges which shall be communicated to the University employee, together with statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The accused University employee shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defence and also to state whether he desires to be heard in person. The University employee, may on his request be permitted to peruse or take extracts from the records pertaining to the case for the purpose of preparing his written statement provided that the disciplinary or other authority referred to above may, for reasons to be recorded in writing refuse him such access if in its opinion such records are not strictly relevant to the case or it is not desirable in the interest of the University to allow such access. After the written statement is received within the time allowed, the authority referred to above may, if it is satisfied that a formal enquiry should be held into the conduct of the University employee, hold the formal enquiry itself or forward the record of the case to the authority or officer referred to in clause (b) and order that a formal enquiry may be conducted.

(b) The formal inquiry may be conducted by—

- (i) The Syndicate; or
- (ii) An officer authorised by the Syndicate; or
- (iii) An officer authorised by the appointing authority.

### 33. Amendment of charges

The authority or officer conducting the inquiry (hereinafter referred to as the Inquiry Authority) may, during the course of the inquiry, if it deems necessary, add to, amend, alter, or modify the charges framed against the accused University employee, in which case the accused shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defence.

#### **34. Access to records**

The University employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing, in the opinion of the Inquiring Authority, such records are not relevant for the purpose or it is against the interest of the University to allow him access thereto.

#### **35. Inquiry into charge not admitted**

On receipt of the further written statement of defence under Statute 33 or if no such statement is received within the time specified therefor or in cases where the accused is not required to file written statement under the said Statute, the Inquiring Authority may inquire into such of the charges as are not admitted.

#### **36. Presentation of case**

The disciplinary authority, if it is not the Inquiring authority, may nominate any person to present the case in support of the charges before the Inquiry authority. The University employee shall not engage a legal practitioner unless the person nominated by the disciplinary authority is a legal practitioner or unless the Inquiring authority, having regard to the circumstances of the case, so permits.

#### **37. Adducing of evidence**

The Inquiring authority shall in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The University employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the University employee and the witness examined in his defence. If the Inquiring authority declines to examine any witnesses on the ground that his evidence is not relevant or material, it shall record the reasons in writing.

*Explanation* If the Inquiring authority proposes to rely on the oral evidence of any witness, the authority shall examine such witness and give an opportunity to the accused University employee to cross examine the witness. Any previous written record of a statement made by a witness shall not be used or relied on and shall not form part of the record of the inquiry except where the University employee agrees in writing to treat it as such.

#### **31. Witnesses**

The University employee may present to the Inquiring authority a list of witnesses whom he desires to examine in his defence. Where the witness to be examined is a University employee, the Inquiring authority himself shall normally try to secure the presence of the witness, unless he is of the view that the witnesses evidence is irrelevant or not material to the case under inquiry.

Where the witness proposed to be examined by the University employee is one other than a University employee, the Inquiring authority will be under no obligation to summon and examine him, unless the University employee himself produces him, for examination.

### **39. Report of Inquiry**

At the conclusion of the Inquiry, the Inquiring authority shall prepare a report of the inquiry recording the findings on each of the charges together with reasons therefor. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that findings on such charges shall not be recorded unless the University employee has admitted the facts constituting them or has had an opportunity for defending himself against him.

### **40. Record of Inquiry**

The record of the inquiry shall include—

- (i) the charges framed against the University employee and the statement of allegations furnished to him;
- (ii) his written statement of defence, if any;
- (iii) a summary of the oral evidence considered in the course of the Inquiry;
- (iv) the documentary evidence considered in the course of the Inquiry;
- (v) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry; and
- (vi) a report setting out the findings on each charge and the reasons therefor.

### **41. Findings of disciplinary authority**

The disciplinary authority shall, where it is not the Inquiring authority consider the records of the inquiry and where it is considered necessary to depart from the findings of the Inquiring authority, record its findings on each charge with reasons thereof.

### **42. Imposition of major penalty**

(1) If the disciplinary authority having regard to the findings on the charges, is of the opinion that any of the penalties specified in items (v) to (viii) of Statute 25 shall be imposed, it shall,—

- (a) furnish to the University employee a copy of the report of the Inquiring authority and where the disciplinary authority is not the Inquiring authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring authority; and
- (b) give a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time, which may not generally exceed one month, such representation as he may wish to make against the proposed action.

(2) The disciplinary authority shall consider the representation, if any made by the University employee in response to the notice under sub-clause (b) and determine what penalty, if any, shall be imposed on the University employee and pass appropriate orders thereon.

**43. Imposition of minor penalty**

If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in items (i) to (iv) of Statute 25 shall be imposed, he shall pass appropriate orders in the case.

**44. Communication of orders**

Orders passed by the disciplinary authority shall be communicated to the University employee who shall also be supplied with a copy of the report of the Inquiring authority, and where the disciplinary authority is not the Inquiring authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring authority, unless they have already been supplied to him.

**45. Inquiry to be expeditious**

The enquiry shall be conducted as expeditiously as the circumstances of the case may permit, particularly against one who is under suspension.

**PROCEDURE FOR IMPOSING MINOR PENALTIES**

**46. Inquiry**

No order imposing any of the penalties specified in items (i) to (iv) of Statute 25 shall be passed except after,—

(a) the University employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity [to make] any representation he may wish to make;

(b) such representation, if any, is taken into consideration by the disciplinary authority.

**47. Record of proceedings in respect of minor penalties**

The record of proceedings under Statute 46 shall include,—

(i) a copy of the [intimation to the University employee of the proposals to take action against him;

(ii) a copy of the statement of allegations communicated to him;

(iii) his representation if any;

(iv) the orders of the case together with the reasons therefor.

**48. Joint Inquiry in respect of one or more employees**

Where two or more University employees are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such University employees or a higher authority may make an order directing that disciplinary action against all of them may be taken in common proceedings and specifying the authority which may function as the Inquiring authority for the purpose of such common proceedings.

#### 49. **Special procedure in certain cases**

Notwithstanding anything contained in Statutes 31 to 44 and 46 to 48—

(i) where a penalty is imposed on a University employee on the ground of conduct which had led to his conviction on a criminal charge; or

(ii) where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said Statutes; or

(iii) where the Syndicate, for reasons to be recorded in writing, is satisfied that in the interests of the University, it is not expedient to follow such procedure, the disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

#### 50. **Order not appealable**

There shall be no appeal against an order passed under the provisions of these Statutes, except as expressly provided in the Act or in these Statutes.

#### 51. **Appeals against orders of suspension**

A University employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

#### 52. **Appeal against penalties**

(a) An appeal from an order imposing a penalty by the Registrar or Head of the Department shall lie to the Vice-Chancellor.

(b) An appeal from an order imposing a penalty by the Vice-Chancellor or the Syndicate shall lie to the Chancellor.

#### 53. **Appeal against other orders**

(1) A University employee may appeal against an order which,—

(a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of services as regulated by the laws of the University;

(b) interpret to his disadvantage the provisions of any such laws; to any authority which made such laws.

(2) An appeal against an order,—

(a) stopping a University employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;

(b) reverting to a lower service, grade or post, a University employee officiating in a higher service, grade or post, otherwise than as a penalty; and

(c) determining the pay and allowances for the period of suspension to be paid to a University employee on his reinstatement or determining whether or not such period shall be treated as period spent on duty for any purpose;

shall lie in respect of a University employee, to the authority to whom the authority imposing the penalty is immediately subordinate.

*Explanation.*—In this Statute, the expression 'University employee' includes a person who has ceased to be in University Service.

#### **54. Limitation**

No appeal under this part shall be entertained unless it is submitted within a period of sixty days of the receipt of the order appealed against.

#### **55. Form and contents of appeal**

Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

#### **56. Submission of appeals**

Every appeal shall be submitted to the authority which made the order appealed against:

Provided that if such authority is not the head of the office in which the appellant may be serving or, if he is not in service, the head of the office in which he was last serving, or is not subordinate to the head of such office, the appeal shall be submitted to the head of such office, who shall forward it forthwith to the said authority:

Provided further that a copy of the appeal may be submitted direct to the appellate authority.

#### **57. Withholding of appeals**

The authority which made the order appealed against may withhold the appeal, if—

- (i) it is an appeal against an order from which no appeal lies; or
  - (ii) it does not comply with any of the provisions of Statutes 55 and 56;
- or
- (iii) it is not submitted within the period specified in Statute 56; or
  - (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced; or
  - (v) it is addressed to an authority to which no appeal lies under these Statutes:

Provided that an appeal withheld on the only ground that it does not comply with the provisions of Statutes 55 and 56 shall be returned to the appellant and, if re-submitted within one month thereof after compliance with the said provisions shall not be withheld.

#### **58. Withholding of appeal to be communicated**

Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor. When the appeal is withheld the authority withholding the appeal shall forward a copy of the order communicated to the University employee to the appellate authority.



### **59. Transmission of appeals**

The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under Statute 58 with his comments thereon and the relevant records.

### **60. Appellate authority's power to call for appeals**

The authority to which the appeal lies may direct transmission to him of an appeal withheld under Statute 57 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

### **61. No appeal from an order withholding an appeal**

No appeal shall lie against the withholding of an appeal by a competent authority.

### **62. Appeal against suspension**

In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of the Statutes and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

### **63. Powers of an Appellate Authority**

(1) In the case of an appeal against an order imposing any of the penalties specified in Statute 25 the appellate authority shall consider,—

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient grounds for taking action;
- (c) whether the procedure prescribed in these Statutes have been complied with, and if not, whether such non-compliance has resulted in violation of any laws of the University or in failure of justice;
- (d) whether the findings are justified; and
- (e) whether the penalty imposed is excessive; adequate or inadequate; and pass orders—
  - (i) setting aside, reducing, confirming or enhancing the penalty;
  - (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;

provided that—

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;

- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such an enhanced penalty; and
- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (v) to (viii) of Statute 25 and an inquiry under Statutes 32 to 44 has not already been held in the case, the appellate authority shall, subject to the provisions of Statute, 49, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

(2) In the case of an appeal against an order specified in Statute 53 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

#### **64. Implementation of orders in appeal**

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

#### **65. Procedure when the authority who imposed penalty becomes the appellate authority**

Notwithstanding anything contained in this part, where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority under Statutes 51 to 53 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately, subordinate, and such authority shall in relation to that appeal, be deemed to be the appellate authority for the purpose of Statutes 63 and 64.

#### **66. Revision**

Notwithstanding anything contained in these Statutes, where there is a grave miscarriage of justice or a patent error on the facts in the record of the case of a subordinate authority, it shall be open to the Syndicate at any time to call for the records and after examining them pass such orders as it may consider necessary.

#### **67. Time limit for revision**

An application for revision of the order appealed against by the aggrieved party may be entertained only if preferred before the expiry of a period of two months from the date of receipt of the order.

#### **68. Submission of report**

Every authority other than the Syndicate empowered to impose any of the penalties specified in Statute 25 shall submit to the Syndicate a quarterly statement of cases where any of the aforesaid penalties have been imposed or where a University employee is suspended under Statute 19. Every appellate authority other than the Syndicate shall likewise submit to the Syndicate a quarterly statement of cases disposed of.



### 69. Extension of the jurisdiction of the Director of Vigilance Investigation to the University

(1) The Director of Vigilance-Investigation, Kerala shall be competent to inquire into cases of misconduct, corruption, etc., against the officers, (other than the Vice-Chancellor, the Pro-Vice-Chancellor, the Controller of Examinations, the Registrar, and the Finance Officer) teachers and members of the non-teaching staff of the University in respect of the various types of cases specified in G.O. (P) No. 26/71/Vigilance dated 28-12-1971 issued by the Vigilance Department of the Government of Kerala as modified from time to time or in accordance with such other orders as may from time to time be issued by the Government of Kerala, on receipt of a request from the Registrar, University of Calicut.

(2) In the case of allegations against the Vice-Chancellor, the Pro-Vice-Chancellor, the Controller of Examinations, the Registrar, and the Finance Officer, the Director of Vigilance Investigation shall take up investigation only on the specific request of the Chancellor and submit his enquiry report to the Chancellor.

(3) On receipt of such a request from the Registrar, University of Calicut under clause (i), the Director of Vigilance Investigation shall conduct the enquiry in the manner laid down in G.O. (P) No. 26/71/Vigilance dated 28-12-1971; and forward the enquiry report to the Registrar, University of Calicut for suitable action.

(4) Upon receipt of the enquiry report, it shall be competent for the Disciplinary Authority to initiate disciplinary action in accordance with the procedure laid down in this Part.

## PART IV

### CASUAL LEAVE

#### 70. Authorities to sanction casual leave

The authorities competent to sanction casual leave or Restricted Holidays shall be as follows:—

<i>Post</i>	<i>Sanctioning authority</i>	<i>Remarks</i>
(1)	(2)	(3)
I.		
(1) Deputy Registrar	} Registrar/Controller of Examinations/ Finance Officer as the case may be.	
(2) Assistant Registrar		
(3) Section Officers	} Deputy Registrar or Assistant Registrar under whom they are working.	
(4) Assistants and Typists		Section Officer.

(1)	(2)	(3)
(5) Stenographers	The Officers under whom they work	
II. Officers of the Department		
(1) Head of Department (who is a First Grade Officer)	Head of the Department himself	All casual leave proposed to be taken should be reported to the Registrar, before the leave is availed of. If the casual leave involves or is expected to involve absence from headquarters, he should make arrangements for his work being carried out during his absence and report the arrangement to the Registrar. He should not leave headquarters on casual leave before assuring himself that his report has reached the Registrar.
(2) Head of the Department not being a First Grade Officer	Pro-Vice-Chancellor	
(3) Officers/teachers working under the Head of a Department	The Head of the Department concerned	

## CHAPTER 5.

## POWERS OF THE SENATE AND THE PROCEDURE FOR ITS MEETINGS ETC.

## 1. Powers

In addition to the powers conferred on the Senate by the provisions of the Act, the Senate shall have the following further powers, namely:—

- (i) to confer degrees and other academic distinctions on persons—
  - (a) who unless exempted therefrom in the manner prescribed, shall have pursued a prescribed course of study in a college or institution maintained by or affiliated to the University and shall have passed the prescribed examination or examinations, or

- (b) who shall have carried on research under prescribed conditions;
- (ii) to grant diplomas, titles, certificates and other academic distinctions to persons who shall have pursued a prescribed course of study under prescribed conditions;
- (iii) to confer honorary degrees or other distinctions on distinguished persons in accordance with the conditions prescribed by the Statutes;
- (iv) to provide for research and the advancement and dissemination of knowledge in such branches of learning as it may deem necessary;
- (v) to establish, maintain, equip and manage higher educational institutions and institutions of scientific research;
- (vi) to institute and maintain wherever necessary all or any of the bodies, association or societies specified in sub-clauses (a) to (j) of clause (xv) of section 5 of the Calicut University Act, 1975;
- (vii) to make such provisions as will enable the affiliated colleges to undertake specialisation of studies and to organise common laboratories, libraries and other equipment for research work;
- (viii) to prescribe and modify the conditions of affiliation of colleges or other institutions to the University, and to suspend or withdraw the affiliation of any college or institution, on sufficient grounds, in accordance with the provisions in the Statutes;
- (ix) to enter into any agreement with the State Government or the Government of India or any statutory body established by law for the purpose of developing University education in India or with a private management or with private persons for assuming the management of any institution or for taking over its properties and liabilities or for receiving any grants for developing institutions and for any other purpose not repugnant to the provisions of the Act or the Statutes and the Ordinances;
- (x) to co-operate with other Universities or authorities or associations in such manner and for such purposes as it may determine; and
- (xi) to frame Statutes for regulating the procedure and conduct of business at meetings of the Senate.

## **2. Meetings**

The annual meeting, at which the Annual Report, the Annual Accounts and Audit Report, and the Financial Estimates shall be presented, shall be held in the fourth quarter of the financial year. The Senate may also meet at such other times as it may, from time to time, decide.

## **3. Special meeting of the Senate**

(1) A requisition for a special meeting of the Senate in the circumstances stated in sub-section (3) of Section 20 of the Act shall be forwarded to the Registrar with a copy of the Resolution or Resolutions to be moved at the meeting together with the name of the proposer of each such resolution. The meeting shall then be convened by the Vice-Chancellor within 30 days of the receipt of such requisition.

(2) When a special meeting is convened by the Vice-Chancellor on a requisition under clause (1), two weeks' notice shall be given to the members. Along with the notice, the Registrar shall send to each member a copy of the resolution or resolutions to be moved at the meeting with the name of the mover of each resolution.

(3) The Vice-Chancellor, may, if he thinks fit that a meeting of the Senate shall be convened for transaction of any urgent business, call for a meeting of the Senate at a shorter notice of less than fourteen days.

#### **4. Notice for an ordinary meeting**

The Registrar, shall, under the direction of the Vice-Chancellor give not less than Twenty one days notice of the date of an ordinary meeting of the Senate. The Vice-Chancellor shall however be competent to postpone a meeting of the Senate of which due notice has already been given for good and sufficient reasons without giving fresh notice for such postponement.

#### **5. Despatch of Annual Report etc., to the members**

The Registrar shall send to each member copies of the Annual Report Annual Accounts, and Financial Estimates, ten days before the date of commencement of the Annual Meeting.

#### **6. Notice of Resolutions**

(1) Any member who wishes to move a resolution at an ordinary meeting of the Senate shall forward to the Registrar a copy of the resolution so as to reach him not less than four weeks before the date of the meeting. In the case of resolutions relating to amendments of an existing law of the University, the form in which the law as amended would stand shall also be stated.

(2) A member who has forwarded a resolution, may, by giving a written notice, which shall reach the Registrar not less than three clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.

(3) No member shall move more than three resolutions.

#### **7. Admissibility of Resolutions**

(1) The Registrar shall place all such resolutions before the Vice Chancellor, and it shall be competent for the Vice-Chancellor to disallow any resolution which in his opinion does not satisfy the following conditions:—

- (i) It shall not be against the provisions of the Act or the statutes.
- (ii) A resolution in order to be admissible, shall also satisfy the following conditions;
- (iii) It must relate to a matter within the powers of the University and the Senate;
- (iv) It shall be clearly and precisely worded;
- (v) It shall relate to a single matter;
- (vi) It shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;

(vii) It shall not refer to the character or conduct of any person except in his official or public capacity;

(viii) It shall not refer to any matter which is under adjudication by a court of law;

(ix) It shall not raise substantially the same issue as that raised in a resolution moved and decided in the Senate during the twelve months preceding the date of the meeting at which it is to be moved;

(x) It shall not touch upon matters pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial functions or any commission or court of enquiry appointed to inquire into or investigate any matter but may refer to matters concerned with procedure or subject or stage of enquiry, if it is not likely to prejudice the consideration of the matter by the Tribunal or Commission or court of enquiry.

(2) The Registrar shall include in the Agenda paper all resolutions of which due notice has been given and which have not been withdrawn or disallowed, the order of priority being decided by the Vice-Chancellor by lot.

(3) When any resolution has been disallowed and not included in the agenda paper on any ground, mentioned in clause (1), the Registrar shall intimate five days before the day of the meeting, the fact to the member concerned stating the grounds for disallowing the resolutions.

### **8. Issue of Preliminary Agenda**

Not less than two weeks before the date fixed for an ordinary meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and the business to be brought before the meeting; but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting:

Provided that the Syndicate or the Vice-Chancellor, may, bring forward before any meeting of the Senate, other than a special meeting, any business considered urgent by them without placing it on the agenda paper.

### **9. Notice of Amendments**

Any member who wishes to move an amendment to any item included in the agenda paper shall forward a copy of the proposed amendment so as to reach the Registrar not less than ten days before the day of the meeting.

### **10. Resolutions on Ordinances, Regulations, etc.**

Notwithstanding anything contained in Statute 7, any member who wishes to move a resolution on any report or statement by the Syndicate included in the agenda paper or on Ordinances, Regulations, Bye-laws, rules and orders placed before the Senate and included in the agenda paper may do so by giving notice of the resolution which shall reach the Registrar not less than one week before the day of the meeting, and these resolutions shall be made available to the members at the time of the meeting:

Provided that no such notice shall be necessary in the case of resolutions brought forward by the Syndicate or the Vice-Chancellor and not included in the agenda.

#### **11. Admissibility of amendments**

The provisions governing the admissibility of resolutions prescribed under Statute 7 shall *mutatis mutandis* apply to amendments moved under Statute 9 and resolutions moved under Statute 10.

#### **12. Issue of final agenda**

The Registrar shall issue to every member of the Senate, not less than five clear days before the date of the meeting, a copy of the final agenda paper showing all the resolutions and amendments of which due notice have been given and which have not been disallowed.

#### **13. Business at Special Meetings**

At a special meeting of the Senate convened by the Vice-Chancellor at his discretion, no business other than that brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

#### **14. Agenda for Special Meeting convened on requisition**

(1) In the case of a special meeting of the Senate convened on requisition, the Registrar shall issue with the notice of the meeting, an agenda paper showing the business to be transacted at the meeting.

(2) Any member who wishes to move an amendment to any item on the agenda shall forward a copy of the proposed amendment so as to reach the Registrar not less than one week before the date of the meeting:

Provided that in the case of a special meeting of which less than fourteen days' notice has been given, the Vice-Chancellor may accept amendments at shorter notice.

(3) The Registrar shall issue to every member, not less than five clear days before the day of the meeting, a copy of the revised agenda paper containing the resolutions and amendments of which notice have been given and which have not been disallowed. However, if the Vice-Chancellor considers necessary, he may allow the revised agenda paper to be issued at a shorter interval of not less than twenty-four hours before the commencement of the meeting.

(4) The Syndicate or the Vice-Chancellor may bring before an urgent meeting, any business considered urgent by them without placing the same on the agenda paper.

#### **15. Hours of meeting**

(1) Unless the Senate otherwise resolves, the Senate shall meet at 10 a. m. on each day appointed for the meeting with a break for lunch from 1 p. m. to 2.30 p.m. and the Chairman shall adjourn the meeting at 5 p.m.



Provided that, if at the time prescribed for adjournment proceedings under closure motions are in progress, the Chairman shall not adjourn the meeting until the questions consequent thereon have been decided:

Provided further that, if any voting is in progress, the voting and the proceedings consequent thereto shall be completed before the meeting is adjourned:

Provided also that on occasions of emergency, the Chairman shall have the power to suspend or adjourn the meeting at any time.

(2) The Chairman shall, if the Senate so decides, adjourn the meeting at any time during the course of the meeting.

#### **16. Chairman of Meeting**

The Vice-Chancellor shall preside at meetings of the Senate. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting. When both the Vice-Chancellor and the Pro-Vice-Chancellor are absent, one member from a panel of three persons nominated by the Vice-Chancellor before the date of the meeting shall be the Chairman of the meeting in the order of priority.

#### **17. Quorum**

(1) If a quorum is not present within thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact.

(2) If at any time during the progress of a meeting any member shall call the attention of the Chairman to the number of members present, the Chairman shall within a reasonable time count the number of members present and if a quorum be not present, he shall declare the meeting dissolved, and shall leave the chair. The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present, and the record shall be signed by the Chairman.

#### **18. Dissolution of Special meetings**

In the case of a special meeting convened on requisition under subsection (3) of section 20, the meeting shall stand dissolved if there has been no quorum within thirty minutes of the time for the commencement of the meeting. The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present and the record shall be signed by the Chairman.

#### **19. Adjourned Meetings**

Except as otherwise expressly provided herein, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place:

Provided that except in the case of a special meeting, the Syndicate or the Vice-Chancellor may bring any urgent business before an adjourned meeting with or without notice.



## 20. Notice of Adjourned Meetings

When a meeting is adjourned for fifteen days or more, not less than one week's notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at it.

## 21. Questions and Answers

At any ordinary meeting of the Senate, any member may ask a maximum of three questions for the purpose of obtaining information from the Syndicate on any matter concerning the University.

## 22. Admissibility of questions

It shall be competent for the Vice-Chancellor to disallow any question the answer to which is, in his opinion, does not subserve the interests of the University.

No question shall be admitted unless it complies with the following conditions:

- (i) It shall relate to a single matter;
- (ii) It shall be clearly and precisely worded;
- (iii) It shall be so framed as to be merely a request for information;
- (iv) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity;
- (v) It shall not ask for an expression of opinion or the solution of a hypothetical proposition or the solution of an abstract legal question;
- (vi) If a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement;
- (vii) It shall not bring in any name or statement not strictly necessary to make the question intelligible;
- (viii) It shall not raise questions of policy too large to be dealt with within the limits of an answer to a question;
- (ix) It shall not repeat in substance questions already answered or to which an answer has been refused;
- (x) It shall not ask for information on trivial matters;
- (xi) It shall not require information available in accessible documents or in ordinary books of reference;
- (xii) It shall not make or imply a charge of a personal character; and
- (xiii) It shall not ordinarily ask about matters pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial functions or any commission or court of enquiry appointed to enquire into, or investigate any matter but may refer to matters concerned with procedure or subject or stage of enquiry if it is not likely to prejudice the consideration of the matter by the Tribunal or commission or Court of enquiry.

### **23. Notice of questions**

Any member who intends to ask a question shall forward to the Registrar a notice in writing to that effect, together with a copy of the question to be asked, so as to reach him not less than thirty clear days before the date of an ordinary meeting.

### **24. Vice-Chancellor to decide Admissibility**

After the last date for the receipt of questions, the Registrar shall submit every question of which notice has been given to him, to the Vice-Chancellor who shall decide the admissibility or otherwise of the question.

### **25. Disallowance of questions**

The Vice-Chancellor shall disallow any question or any part of a question which in his opinion,—

- (i) contravenes the provisions of the laws of the University;
  - (ii) cannot be answered consistently with the interests of the University or contains any insinuation or
  - (iii) amounts to an abuse of the right of questioning.
- (2) The Vice-Chancellor may also disallow at his discretion—
- (i) any question which involves the preparation of elaborate statements or statistics;
  - (ii) any question the preparation of the answer to which involves an excessive amount of time, expense or labour; and
  - (iii) any question which relates to a matter confidential in nature.
  - (iv) any question that has been fully answered in the preceding session.

(3) The decision of the Vice-Chancellor shall be final and no discussion thereon shall be permitted.

(4) When any question or part thereof is disallowed by the Vice-Chancellor, the Registrar shall intimate the fact to the member concerned five days before the day of the meeting; stating the grounds for disallowing the question.

### **26. Answers to questions**

Questions which have been admitted and the answers thereto by the Syndicate shall be printed in the order of priority to be decided by lot and circulated to the members of the Senate along with the final agenda paper.

### **27. Order of business**

The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following order:—

- (i) Elections, if any, to be conducted;
- (ii) The answering of questions, if any;

(iii) Business brought forward by the Syndicate and the Vice-Chancellor; and

(iv) Business brought forward by members of the Senate.

## **28. Motions for change in the order of business**

At any meeting of the Senate, it shall be open to any member to move for a change in the order of business as stated in the agenda paper. The motion shall be made immediately after the answering of questions, if any, and before the commencement of other business. It cannot be moved at any other time. If the motion for change in the order of business is agreed to by the Senate, the business shall be transacted in the changed order.

## **29. Answering of questions**

At a meeting of the Senate, the Chairman shall call out the name of each questioner, in the order in which the names are printed in the agenda paper, specifying the serial number of his question, and make a sufficient pause to give him or any other member a reasonable opportunity for rising in his place and putting a supplementary question.

## **30. Supplementary questions**

Any member may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given. Supplementary questions shall be put immediately after the principal question to which they relate and before the next question is called.

## **31. Disallowance of supplementary questions**

The Chairman shall disallow any supplementary question, if, in his opinion it infringes Statutes 22 or 25. The decision of the Chairman shall be final and no discussion shall be permitted thereon.

## **32. Persons to answer supplementaries**

Supplementary questions shall be answered by members of the Syndicate nominated by the Syndicate for the purpose.

## **33. Supplementaries demanding notice**

The Chairman may decline to allow a supplementary question being put without notice, and the member nominated to answer any supplementary question may decline to answer it without notice, in which case the supplementary question may be put by the questioner only in the form of a fresh question at a subsequent meeting of the Senate.

## **34. Discussion on question and answer**

No discussion shall be permitted in respect of any question or any answer given to a question.

## **35. Time limit**

At any meeting of the Senate, the time allowed for answering questions shall not exceed one hour.

### 36. **Correction of mistakes in the agenda**

At any meeting, the Chairman may, without any formal motion make/ permit the correction of clerical or typographical mistakes in notices of motions or in reports or statements or other business placed before the meeting.

### 37. **Adjournment motions**

At any ordinary meeting of the Senate, a member may give notice for adjournment of the business of the house, to discuss specific matters of urgent academic importance. Not more than one such motion shall be allowed by the Chair on a day. The notice for the motion shall be given at least one hour before the commencement of the business and at least 20 members shall support the motion for adjournment. The Chairman shall thereupon fix a specific time for discussion of the matter which shall not exceed half an hour.

### 38. **Motions without notice**

At any meeting of the Senate, the following resolutions may be moved without previous notice, with the permission of the chair.

- (i) A complimentary or condolence resolution;
- (ii) A resolution relating to business not included in the agenda, but brought forward by the Syndicate or the Vice-Chancellor as urgent at a meeting, other than a special meeting;
- (iii) A motion for a change in the order of business as stated in the agenda paper;
- (iv) A motion directing the Syndicate, the Academic Council, the Students' Council and Faculty, a Board of Studies or any Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate;
- (v) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time;
- (vi) A motion remitting any matter before the Senate at the time to the Syndicate, Academic Council, Students' Council and/Faculty or a Board of Studies for its consideration and report;
- (vii) A motion for the adjournment of the meeting or the debate on any question to a specified time;
- (viii) A motion for the adjournment of the debate on any question to the next meeting of the Senate;
- (ix) A motion that the Senate resolves itself into a Committee to consider any matter before the Senate at the time;
- (x) A motion that the meeting be dissolved;
- (xi) A motion that the meeting pass on to the next business on the agenda paper; and
- (xii) A motion that the question be now put.

### **39. Amendment to resolution**

At any meeting of the Senate, any member may move an amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor as an item of urgent business, or to a resolution moved by a member under Statute 10 or to a resolution included in the agenda of an urgent meeting convened by the Vice-Chancellor on less than fifteen clear days notice.

### **40. Amendment without notice**

At any meeting of the Senate, the following amendments may be moved without previous notice.

(i) Amendments to motions placed before the meeting without previous notice under clauses (i) to (vii) of Statute 38;

(ii) Amendments to any resolution or amendment on the agenda paper which in the opinion of the Chairman have been rendered necessary by and, are consequential upon any motion passed by the Senate at the same meeting;

(iii) Amendments of a purely verbal or formal nature which in the opinion of the Chairman, do not affect the sense or import of the motion to which they refer; and

(iv) Amendments to motions brought forward by the Syndicate or the Vice-Chancellor at urgent meetings on less than ten clear days notice or at ordinary meetings on less than twenty-one clear days notice, and to resolutions moved by members under Statute 10.

### **41. Restriction on amendments**

Save as provided in Statutes 37 to 40, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

### **42. Form of motion**

Every motion to be moved at a meeting shall be affirmative in form and shall begin with the word 'That'.

### **43. Chair to permit other members to move motion**

Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it may be moved by any other member, with the permission of the Chair.

### **44. Motions to be seconded**

(1) Every motion at a meeting must be seconded; otherwise it shall drop.

(2) Any member may second a resolution by saying, 'I second the motion' and may reserve his speech by adding, 'I reserve my speech'.

(3) When a motion has been moved and seconded, the question shall be stated from the Chair, unless the motion be ruled out of order by the Chairman.

#### 45. **Order of amendments**

An amendment may be moved at any time after the question has been stated from the Chair and before it is put. The order in which amendments to a resolution are to be moved shall be determined by the Chairman.

#### 46. **Forms of amendments**

An amendment to a resolution shall be—

- (i) by leaving out certain words;
- (ii) by inserting or adding certain words;
- (iii) by leaving out certain words and inserting or adding certain words.

When the amendment is of the first kind, the form in which it is moved shall be "That the words (mentioning them) be left out". When the amendment is of the second kind, the form shall be "That the words (mentioning them) be added or inserted", and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

#### 47. **Scope of amendments**

(1) An amendment must be relevant to and within the scope of the subject matter of the motion to which it relates;

(2) Every amendment must be so worded that the motion as amended would form an intelligible and consistent whole;

(3) An amendment must not reduce the original motion to its negative or opposite form;

(4) An amendment must not be virtually an independent proposition; and

(5) The Chairman may refuse to put an amendment which in his opinion is frivolous.

#### 48. **Splitting up of resolutions**

When any resolution involving several points has been discussed, it shall be in the discretion of the Chairman to divide the resolution, and put each or any part separately to the vote as he may think fit.

#### 49. **Withdrawal of motions**

(i) No resolution or amendment shall be withdrawn from the decision of the meeting without its consent. To withdraw the motion, the member



who moved it must signify his desire at the meeting, and the Chairman shall after an interval during which no dissent is expressed, declare the motion withdrawn.

(ii) No discussion shall be permitted on a motion for leave to withdraw.

(iii) When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.

#### **50. Bar on similar motions**

When a resolution or an amendment has been withdrawn with the consent of the Senate, no motion raising substantially the same question shall be moved during the same session.

#### **51. Laps of resolution**

If a resolution which has been admitted is not discussed during session, it shall be deemed to have been withdrawn.

#### **52. Ruling out of order a motion**

The Chairman may rule a resolution or an amendment out of order at any time before the question is put to the vote.

#### **53. Priority of motions**

Motions referred to in Clauses (i) to (xii) of Statute 38 shall take precedence of any business that may be before the meeting at the time and must be disposed of before such business.

#### **54. Restriction on negatived motions**

When a motion referred to in clauses (vii), (viii), (x) and (xii) of Statute 38 has been brought forward and has been negatived, no motion of the same kind shall be again brought forward during the debate on the same question until after the lapse of what the Chairman may deem a reasonable time, nor shall, if a debate is permissible on such motion, any debate or discussion be allowed on such second or subsequent motion.

#### **55. Motion on ordinance**

A motion on an Ordinance placed before the Senate under sub-section(1) of section 37 may be for its cancellation or modification. A motion for the cancellation shall be in the form "That the Ordinance (mentioning it) be cancelled" and a motion for modification shall be in the form "That the Ordinance (mentioning it) be modified" (followed by words presenting the Ordinance as proposed to be modified). To a motion for the cancellation



of an Ordinance, an amendment may be moved for its modification. To a motion for the modification of an Ordinance, an amendment may be moved for its cancellation.

#### **56. Motion on Regulation**

A motion on a Regulation placed before the Senate under sub-section (1) of section 39 shall be for its cancellation or its modification. A motion for cancellation shall be in the form "That the Regulation (mentioning it) be cancelled" and a motion for modification shall be in the form "That the Regulation (mentioning it) be modified". To a motion for the cancellation of a Regulation an amendment may be moved for its modification. To a motion for the modification of the Regulation an amendment may be moved for its cancellation.

#### **57. Motion for reconsideration of a previous decision**

A motion directing the Syndicate or any University Authority or Body or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred, and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a direction that the Authority or Body or Committee shall report to the Senate within a specified date, provided, however, that if no date is specified for the submission of the report, such report shall be made at the next ordinary meeting of the Senate, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

#### **58. Motion for appointment of a Committee**

A motion for the appointment of a Committee to consider and report on any question before the Senate at the time, may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and convener. The motion may include an instruction and may also specify the date for the submission of the report. An amendment to a motion for the appointment of a Committee may be for enlarging or restricting the terms of reference of the Committee or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date or a different date to the one already fixed in the original motion for the submission of the report. If no date is mentioned either in the original motion or in the motion as amended for the submission of the report, such report shall be made at the next ordinary meeting of the Senate, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting. If the mover of the resolution or any person who moves an amendment thereto proposes to include in the Committee persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

### **59. Motion for remitting any matter to an authority**

A motion remitting any matter to the Syndicate or any other University authority or body may be made at any time during which the matter is before the meeting, but not so as to interrupt a speech. The motion shall specify the matter proposed to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the authority or body, provided, however, that, if no date is mentioned for the submission of the report, such report shall be made at the next ordinary meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

### **60. Motion for adjournment**

(1) A motion for the adjournment of the meeting or debate may be made at any time, but not so as to interrupt a speech. The motion shall be in the form "That this meeting do now adjourn" or "That the debate on this question be now adjourned", mentioning the day and hour proposed if the motion is for adjournment to a specified time.

(2) An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day and or hour for the one originally proposed, or for specifying a date and/or hour, if not specified in the one originally proposed, or for adjournment to the next meeting if the original resolution is for adjournment to a specified date.

(3) If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion, and the meeting shall pass on to the next business, if any, on the agenda paper.

(4) If the motion for adjournment of the debate is carried, the member who moved it may claim precedence or take part in the debate at a later stage when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived, the mover cannot speak again on the main question.

### **61. Motion for resolving into a Committee**

A motion that the Senate resolves itself into a Committee may be made at any time, but not so as to interrupt a speech. The motion shall specify the item or items of business to be considered in Committee.

### **62. Motion for dissolution**

A motion for the dissolution of a meeting shall be in the form "That this meeting do now dissolve", and may be made at any time but not so as to interrupt a speech. If the Chairman be of the opinion that the motion

is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting. If the motion be accepted by the Chairman, it shall be put forthwith without amendment on debate. If the motion be carried, the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.

#### 63. **Motion to pass to the next business on the agenda**

(a) A motion to pass on to the next business on the agenda paper, shall be in the form "That the meeting do now pass on to the next business on the agenda paper", and may be moved at any time after the main question has been stated from the Chair but not so as to interrupt a speech.

(b) The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words, "I second the motion".

(c) If the Chairman is of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith and decided without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of shall drop.

#### 64. **Closure motion**

A motion for closure shall be in the form "That the question be now put and may be moved at any time after a question has been stated from the Chair but not so as to interrupt a speech. A member who moved the closure shall confine himself to the words, "I move that the question be now put". The member who seconds the motion shall confine himself to the words, "I second the motion".

(2) Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting, or an infringement of the rights of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith, and decided without amendment or debate.

(3) When the motion "That the question be now put" has been carried, the question on the original motion, the debate on which has thus been terminated shall be put and decided without amendment or further debate.

(4) When the motion for closure has been carried and the question consequent thereon has been decided, a member may claim, without any further motion for closure, that such further question or questions which may be necessary to bring to a decision a question already stated from the Chair be put; and unless the Chairman withholds his assent, such further question or questions shall be put forthwith and decided without amendment or debate.

### 65. speeches when allowed

(1) A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except,—

- (i) When putting a question or answering a question put;
- (ii) When speaking to a point of order;
- (iii) When offering a personal explanation; or
- (iv) When, with the special permission of the Chair, making a statement.

(2) A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

### 66. Order of Speech

After the member who moves a motion has spoken, other members may speak to the motion in the order in which they are called by the Chairman. If any member who is called upon by the Chairman does not speak, he shall not be entitled except with the special permission of the Chairman, to speak to the motion at any later stage of the debate.

### 67. Speeches how often permitted

Save as otherwise provided, a member may not speak more than once to the same question. A member who has spoken to the main question may not move or second an amendment to it or a motion under Statute 38 during the debate on the same question, but may, speak to any such new question when moved and seconded by other members if debate is permissible. A member who has moved or seconded an amendment or a motion under clauses (iv) to (xii) of Statute 38 may not, after such amendment or motion has been disposed of, move or second any other amendment or motion under the said clauses or speak to the main question but he may speak or move or second an amendment to any such new question when moved and seconded by other members, if amendment or debate is permissible:

Provided that a member may move or second more than one amendment to a question, when the main question relates to the framing, cancellation or modification of the Statutes, the Ordinances, the Regulations or the Financial Estimates:

Provided further that a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence or take part at a later period in the debate when it is resumed under Statute 60.

### 68. Personal explanation when allowed

A member who complains that his speech or any expression used by him during the speech has been misunderstood, or that his character or conduct has been impugned in the debate, may be allowed to make a personal explanation, but he shall confine himself strictly to such explanation. A member may offer

such personal explanation whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

**69. Statement when allowed**

A member, may, with the special permission of the Chair make a statement on any matter arising from the debate on any question.

**70. Right of reply for mover**

A member who has moved a resolution may speak again by way of reply when the Chairman has ascertained that no other member entitled to speak desires to speak:

Provided that a mover of a resolution under Clauses (iv) to (viii) of Statute 38 or of an amendment shall have no right of reply.

**71. No speech after reply**

No member shall speak to a question after the mover has made his reply.

**72. Duration of speeches**

Any member desiring to speak on an issue before the House shall intimate in writing to the Chairman and the Chairman shall call the members in the order of priority. No speech shall ordinarily exceed 4 minutes in duration, provided that the mover of a resolution or an amendment, when moving the resolution or amendment may speak for 8 minutes, and provided further that the Chairman, may, at his discretion allow a longer period to any speaker or limit the duration of speeches on any subject at any stage to a shorter period.

**73. Speeches by Chairman**

The Chairman shall have the right of moving or seconding or speaking to a resolution or amendment as any other member, but he shall vacate the chair while so engaged and the chair, shall, during such time be taken by a member nominated by him.

**74. Statement by the Chairman**

The Chairman, may, at his discretion or at the request of any member explain to the meeting the scope of any resolution or amendment, or make any statement on any matter arising from or connected with the proceedings of the meeting.

**75. Point of order**

Any member may, even while another is speaking call the Chairman's attention to a point of order but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order. No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of

or during the vote or poll. The Chairman may deal with the matter immediately or when the vote or poll is completed;

Provided that no member shall raise a point of order more than twice during the course of discussion on a specific item in the agenda.

## **76. Motions to be put to vote**

When the debate on a motion is concluded or if there is no debate, the Chairman shall put the question to the vote by saying, "The question is", followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively by a unanimous vote. If there be an amendment he shall say, "It has been moved", followed by the words of the resolution; then he shall say, "Since it has been moved by way of amendment", followed by the words of the amendment, and then, if the amendment be one of the kind specified in clause 1 of Statute 46 he shall put the question by saying "shall word or words proposed to be left out be left out?". If the amendment be of the kind specified in clause (iii) of the said Statute, he shall put the question by saying, "shall these words be added or inserted there?" If the amendment be of the kind specified in clause (ii) of the said Statute, he shall put the question by saying, "shall the following word or words..... be left out in order to add or insert the following word or words.....".

## **77. Voting**

(1) Any amendment of the Statutes issued under the Act by way of addition, variation or repeal shall be valid only if it is passed with a majority of the total membership of the Senate and by a majority of not less than two thirds of the members present and voting.

(2) Save as otherwise provided in clause (1), all questions considered at meetings of the Senate shall be decided by the majority of the votes of the members present at the meeting unless a particular majority is prescribed in the laws of the University. The Chairman shall not be entitled to vote on any question. When the Chairman puts a question to the vote, he shall request first those in favour of the motion and then those against the motion to raise their hands, and shall declare whether the question is adopted or rejected.

## **78. Manner of taking votes**

Except as otherwise provided—

(1) the manner in which the vote at the meeting shall be taken shall be left to the discretion of the Chairman.

(2) if on the announcement by the Chairman of the result of the voting any member demands a poll, the same shall be taken. The Chairman shall determine the method of taking the poll.

(3) the result of a poll shall be announced by the Chairman, and shall not be challenged.



### **79. Powers of Chairman**

A member shall speak to the question under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate to discontinue his speech.

### **80. Procedure when the Chairman is on his legs**

If the Chairman rises, the member speaking or offering to speak must sit down at once.

### **81. Ruling of the Chairman**

The Chairman shall be the sole judge on any point of order and may call any member to order, and shall have all the powers necessary to enforce his decisions on all points of order.

### **82. Maintenance of order**

The Chairman may direct any member whose conduct is in his opinion disorderly to withdraw immediately from the meeting, and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.

### **83. Suspension of meetings**

The Chairman may in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him or for the whole day as the case may be.

### **84. Reconsideration of previous decisions**

No matter which has been decided by the Senate shall be reconsidered within a period of twelve months, except at a special meeting of the Senate convened for the purpose on a requisition made by the members under subsection (3) of section 20. No motion for revision of the decision taken by the Senate shall be carried, unless two-thirds of the members present at such meeting, vote in favour thereof.

### **85. Procedure in matters not provided for**

In any case not provided for by these Statutes, the Chairman shall be entitled to give his own ruling as to the procedure to be followed in such cases. His decision thereon shall be final.

### **86. Admission of visitors and press**

Representatives of the Press and Visitors may be admitted to the meetings of the Senate, with the permission of the Vice-Chancellor.



**87. Proceedings**

The Registrar shall prepare the proceedings of each meeting of the Senate and it shall be signed by the Chairman of the meeting. The Registrar, shall, within one month after a meeting, send a copy of the proceedings so prepared and signed to the State Government as laid down in Section 75.

**88. Protests**

Any member who intends to protest against a motion passed at a meeting of the Senate to which the assent of the Chancellor is required shall give notice in writing of his intention to the Registrar within 48 hours from the time of closing of the business of the meeting, and shall within fourteen days from the date of the meeting lodge his protest in writing with the Registrar. The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may within fourteen days from the date of receipt of the intimation by him of the protest to the Registrar, prepare and send to the Syndicate a memorandum in support of the decision of the Senate. The Syndicate shall submit the protest and memorandum, if any, together with the remarks of the Syndicate thereon and a copy of the motion, for the consideration and orders of the Chancellor. If the protest relates to a motion moved by the Syndicate, the Registrar shall place the protest before the next meeting of the Syndicate held after receipt of such protest by him, and the Syndicate shall prepare the memorandum in support of the decision of the Senate.

**89. Procedure to be followed in Committee**

The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the Senate, except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak to a motion more than once.

**90. Confirmation of a resolution**

The motions passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the same meeting or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate in an open meeting.

**91. Validity of proceedings**

Non-receipt of notice, agenda and other papers connected with any meeting of the Senate by any member shall not invalidate the proceedings of the meeting.

**92. Expenditure in excess of budget allotments**

Notwithstanding anything contained in these Statutes, it shall be competent for the Senate to incur expenditure outside the budgetary provision or in excess of the budget allotment for the year as finally allotted, to meet urgent items of expenditure.

(2) The Senate shall also have power to reappropriate from one head to another to meet such expenditure.

### 93. **Consideration of the Audit Report by the Senate**

The Senate may consider the Audit Report at its ordinary meeting.

## CHAPTER 6

### POWERS OF THE SYNDICATE AND THE PROCEDURE FOR ITS MEETINGS Etc.

#### 1. **Meeting**

(1) The Syndicate shall meet ordinarily once in two months and as and when required for the conduct of business of the University, on dates and hours to be fixed by the Vice-Chancellor.

(2) In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting and if he is also absent, the members present shall elect one of the members of the Syndicate to preside at the meeting.

#### 2. **Quorum for Syndicate meeting**

Nine members shall constitute a quorum for the meeting of the Syndicate, and no business shall be transacted at a meeting at which there is no quorum.

#### 3. **Powers and duties**

The Syndicate shall, in addition to the powers and duties conferred and imposed on it by the Act and subject to the provisions thereof, have and exercise the following further powers and functions:—

(i) to manage and control Departments of Study and Research in the University, University Laboratories, Institute of Research and other Institutions established by the University;

(ii) to manage and control colleges instituted by the University;

(iii) to manage Students' Advisory Bureau, Employment Bureau, Translation and Publication Bureau, University Extension Boards, University Athletic Clubs, the National Cadet Corps, the National Service Corps, Students, Cultural and Debating Societies, University Students Union, Co-operative Societies and other similar institutions maintained by the University for promoting the welfare of students and employees of the University;

(iv) to establish, equip and maintain a University Library;

(v) to control and manage such other institutions as may be deemed necessary for the welfare of students, teachers and employees of the University;

(vi) to establish, equip and maintain a University press.

(vii) to manage and regulate the finance, accounts, investments, property, business and all executive affairs of the University, and for that purpose to appoint such agents as it may think fit;

(viii) to cause proper accounts to be maintained relating to the Funds of the University and to review the Government Auditors Report;

(ix) to invest with the approval of the Senate any moneys belonging to the University in such stocks, share, funds or securities as it may, from time to time, deem fit or in the purchase of immovable property;

(x) to enter into, vary, cancel and to carry out contracts on behalf of the University;

(xi) to provide or purchase lands, buildings, premises, furniture, laboratory apparatus, equipments and such other requirements for carrying on the work of the University.

(xii) to fix and determine from time to time, except as otherwise regulated by the laws of the University, the number of officers, and other employees of the University for the offices and institutions under the University and their duties and emoluments;

(xiii) to consider the proposals made by the Academic Council and to make recommendations to the Senate for the institution of Professorships, Readerships, Lecturerships and other teaching and research posts required for the University;

(xiv) to control and manage the Pension Fund, the Provident Fund and the Pension-cum-Provident Fund for the benefit of the staff of the University;

(xv) to nominate the representative of the University on the Governing Body or the Managing Council constituted by the Unitary Management or the Corporate Management as the case may be.

(xvi) to prescribe conditions under which grants in aid may be given to any person or body.

(xvii) to appoint members of the Boards of studies, subject to the Laws of the University;

(xviii) to appoint Moderation Boards of the Syndicate for the Secondary School Leaving Certificate or other similar qualifying examinations for admission to the University, conducted by the Commissioner for Government Examinations;

(xix) to co-operate with other Universities or any authorities or associations for the purpose of carrying out the objects of the University;

(xx) to exempt, by a special order and on such conditions as the Syndicate may think fit, a candidate for a University examination from undergoing instruction in a college;

(xxi) to make arrangements for examination being conducted in accordance with the laws of the University and for the supervision of such examinations, and to fix the remuneration of all persons engaged for work in connection with the conduct of examinations;

(xxii) the Syndicate shall be competent to withdraw permission for a student to appear at a University examination for conduct which in the opinion of the Syndicate justifies the candidate's exclusion. In the examination centre, the candidates shall be under the disciplinary control of the Superintendent of the Centre and they shall obey his instructions. Any candidate who disobeys the instructions of the Superintendent or any of the invigilators or behaves insolently towards them may be excluded from the day's examination. If he persists in such misbehaviour, he may be excluded from the rest of the examination by the Superintendent of the Centre:

Provided that a full report of each such case shall be sent to the University on the same day and the Syndicate may, according to the gravity of the offence, further punish a candidate by cancelling his /her examination and/ or debarring him/her from appearing at the examination of the University for one or more years;

(xxiii) if a candidate is found guilty of using or attempting to use unfair means at an examination or a report is made as to any candidate having copied either from some book or notes or from the answers of another candidate or in any other manner or of helping or receiving help from another candidate in an examination, the Syndicate may cancel his/her examination and also debar him/her from appearing at the examination of the University for one or more years according to the nature of the offence committed by the candidate:

Provided that when the University intends to award any of the penalties mentioned in this Clause, it shall give an opportunity to the candidate concerned to show cause in writing within a week from the date on which the letter is served on him as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty;

(xxiv) the Syndicate may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in the tampering of University records including the answer books, mark sheets, result sheets, diplomas and the like;

(xxv) The Syndicate may cancel the examination of a candidate and or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresentation of facts or by submitting false certificates or by forging documents.

The Syndicate may delegate any of its powers under this clause to the Vice-Chancellor.

(xxvi) the Syndicate shall be competent to take cognizance of any grave misconduct or persistent idleness or breach of discipline by a student within or outside the precincts of the University or College or Institution or University Centre or in a hostel or at a University examination Centre or by any student who seeks admission to a University course of study brought to the notice of the Syndicate by the head of the institution or by a member of any authority of the Syndicate or by the Registrar of the University or by a Chairman of a Board of Examiners or by a Chief Superintendent at any centre of examination or by the Controller of Examinations and to punish such misconduct by exclusion from any University examination or from any University course in a college or in the University or from any convocation for the purpose of conferring degrees either permanently or for a specified period, or by the cancellation of the University examination for which he appeared or by the deprivation of any University Scholarship, held by him or by cancellation of any University prize or medal awarded to him or by such other penalty as it deems fit:

Provided that any penalty referred to above shall be awarded only after giving a show cause notice to the person concerned and conducting an enquiry in the matter.

(xxvii) to refer any matter to a Faculty, a Board of Studies, a Board of Examiners, or the Academic Council or the Students' Council or any Committee or person, and to call for a report or opinion thereon;

(xxviii) to remit for further consideration any proposal or recommendation made to it by the Senate or a Faculty or a Board of Studies or the Students' Council or any other authority of the University;

(xxix) subject to the provisions of the laws of the University to dispense with a compliance with the laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the dates for submission of applications for attendance certificates, the recognition of examinations, grant of exemption from the production of attendance certificates, submission of thesis for Research Degrees, applications for affiliation of colleges in subjects or course in which no college is already affiliated, or applications for starting new colleges, provided that any resolution of the Syndicate passed in reference to such departure from prescribed procedure shall be reported to the Senate at its next meeting;

(xxx) subject to the provisions of the laws of the University, to appoint its own committees and to delegate such powers as it deems fit and to make its own standing orders and regulate the transaction of its own business;

(xxxi) to regulate and determine all matters concerning the administration of the University in accordance with the laws of the University;

(xxxii) To make recommendations to the Senate, or in special cases to the Chancellor, regarding the conferment of honorary degrees; and

(xxxiii) To constitute the Board for the adjudication of students' grievances.

#### **4. Delegation of Powers by the Syndicate**

The syndicate may, by resolution delegate such powers as it deems fit to the Vice-Chancellor.

#### **5. Financial powers**

It shall be competent for the Syndicate—

(a) to accord sanction for all works (original and repairs) exceeding Rs. 50,000 provided in the budget and to accept tenders thereof;

(b) to sanction all reappropriation of funds from one head to another head exceeding Rs. 5,000 provided that it does not involve any recurring liability, i. e., a liability which extends beyond the financial year in question;

(c) to sanction projects sponsored by outside agencies and to create necessary posts on a temporary basis;

(d) to lay down the administrative, financial and disciplinary powers of the officers employed in the University;

(e) to fix the amount of security to be taken from subordinates dealing with cash, stores, and other valuables;

(f) to frame the Rules relating to preservation and destruction of records in all offices and institutions under the control of the University;

(g) to frame bye-laws and rules regarding the purchase of stores, books, apparatus and other articles and their annual stock-taking;

(h) to invest moneys belonging to the University in such manner as it may determine from time to time; and

#### **6. Investigation into the affairs of Private Colleges**

(1) The Syndicate shall, under clause (xx) of Section 23 of the Act, direct investigation into the affairs of a private college, if it is satisfied that there is a prima facie case for such investigation; or

(2) If a complaint in writing is received from any of the teachers or students or the Managing Council or Governing Body of the private college upon any matter relating to that college; or

(3) If it is so required by the Senate.

#### **7. Instruction for maintaining efficiency of Private Colleges**

The Syndicate shall have the power, subject to the provisions of the Act and the Statutes to issue, as and when it deems necessary or when required by the Senate, instructions requiring the private colleges to maintain definite standards as specified in such instructions.

#### **8. Conditions of employment of teaching staff in affiliated colleges**

The Syndicate shall frame rules (i) prescribing the pattern and number of teaching staff that may be accepted for direct payment of salary and for fixing



the number of teachers for each of the affiliated colleges in the first instance on the basis of the hours of work according to the time table as on the closing date of admission;

- (ii) regarding disciplinary action against the staff;
- (iii) prescribing a code of conduct for the staff; except to the extent otherwise provided for in these statutes;
- (iv) prescribing conditions of affiliation subject to the provisions of the statutes.

### **9. Action for violation**

(1) In case of any violation of any instruction, direction or order in relation to the maintenance of efficiency, proper conditions of employment of members of the staff and payment of adequate salaries to such staff of private colleges, the Syndicate shall be competent to take such suitable action as it deems fit including modification of the conditions of affiliation.

(2) The action so contemplated shall include (1) withdrawal of the aid or grant and (2) withdrawal of affiliation of the college:

Provided that such action shall be taken only after making an enquiry into the matter by a Commission appointed by the Syndicate for the purpose.

### **10. Financial Estimates**

The Syndicate, shall, before the first day of January every year examine the financial estimates of the income and expenditure for the ensuing financial year which has been prepared by the Finance Committee or make such alteration as it deems fit and forward the same with the details specified under sub-section (1) of section 47 of the Act to the Senate.

### **11. Annual Accounts, Annual Report, Audit Reports and Financial Estimates**

(1) The Syndicate shall consider the Annual Accounts and Financial Estimates of the University prepared by the Finance Committee and place them before the Senate for approval at its annual meeting.

(2) The Senate shall consider the annual accounts at its annual meeting and may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action accordingly.

(3) The annual accounts as approved by the Senate shall be submitted to the Government for audit.

(4) The Syndicate shall publish the accounts when audited together with the audit report in the Government Gazette, and forward copies of the Accounts and Audit Report to the Senate and to the State Government. The Audit Report shall be considered by the Syndicate at its ordinary meeting.

(5) The Annual Report of the University shall be prepared by the Syndicate for review on or before the 31st January each year and the Senate shall review the same at its annual meeting.



(6) The Annual report shall deal with the Calendar year ending the 31st day of December.

## **12. Financial and Account Rules**

It shall be competent for the Syndicate to make necessary Rules and standing orders for the proper maintenance of the accounts of the University.

## **13. Review of accounts and working endowments**

The Syndicate shall conduct an annual review of the accounts and working of the endowments and shall take whatever action is deemed necessary as a result of such review.

## **14. Printing of Proceedings of the Syndicate**

The proceedings of the Syndicate shall be printed quarterly and printed copies forwarded to the members of the Senate, the Academic Council and the Finance Committee.

## **15. Discretionary power of the Chairman to determine procedure**

The Chairman at any meeting, may, at his discretion, adopt the procedure for discussion of matters at meetings of the Syndicate, in so far as he thinks fit.

## **16. Validity of proceedings in certain cases**

Non-receipt of notice, agenda and other papers connected with any meeting of the syndicate by any member shall not invalidate the proceedings of the meeting of that authority.

# **CHAPTER 7**

## **PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL**

### **1. Meetings**

The Academic Council shall normally meet twice a year on dates to be fixed by the Vice-Chancellor and as and when required by the Vice-Chancellor.

### **2. Quorum in the meetings**

One-fifth of the total number of members shall constitute the quorum for a meeting of the Academic Council and no business shall be transacted at a meeting at which there is no quorum.

### **3. Special meetings**

The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Academic Council.

### **4. Chairman**

The Vice-Chancellor, shall, if present preside over all meetings of the Academic Council. In his absence, the Pro-Vice-Chancellor, if any, shall

preside over the meetings. In the absence of both the Vice-Chancellor and the Pro-Vice-Chancellor, a member shall be chosen by the members present to preside over the meeting.

**5. Validity of proceedings in certain cases**

Non-receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member, shall not invalidate the proceedings of the meeting.

**6. Notice of Meeting**

The Registrar, shall, under the direction of the Vice-Chancellor, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.

**7. Date for forwarding resolution**

Any member who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not less than twenty clear days before the date of the meeting. A member who has forwarded a resolution, may, by giving written notice, which shall reach the Registrar not less than three clear days before the date fixed for the despatch of the preliminary agenda paper, withdraw the resolution.

**8. Resolution to be placed on the agenda paper**

The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and which has not since been withdrawn to be placed on the agenda paper at the meeting at which it is to be moved, subject in general to the Statutes governing the admissibility of resolutions at Senate meetings.

**9. Despatch of agenda paper**

Not less than ten days before the date of an ordinary meeting, the Registrar shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting and business to be brought before the meeting:

Provided that the Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

**10. Notice of amendment**

Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not less than 9 clear days before the day of the meeting at which the resolution is to be moved and the amendment shall be included on the final agenda papers subject in general to the Statutes governing the admissibility of amendments and resolutions at the Senate meeting.

### **11. Procedure at meetings**

The procedure for admission of resolutions and amendments for the conduct of meetings of the Academic Council and of the Academic Council in Committee shall in general, be the same as laid down for the meetings of the Senate, in so far as the Chairman, may, at his discretion decide.

### **12. Proceedings**

The proceedings at each meeting of the Academic Council shall be prepared by the Registrar and approved by the Vice-Chancellor (Chairman). The Registrar shall send by post ordinarily within six weeks after a meeting, a copy of the proceedings of that meeting so signed by the Chairman to each member of the Academic Council, the Senate, the Syndicate, the Finance Committee, the Faculties and the Boards of Studies. A copy of the minutes shall be submitted to the Chancellor.

### **13. Objection to proceedings**

If no exception is taken by any member who was present at the meeting to the correctness of the proceedings within ten days of the sending of the proceedings, they shall be deemed to be correct. If the Chairman is convinced that the objection raised is genuine he may correct the proceedings.

### **14. Standing Committee of the Academic Council**

The Vice-Chancellor shall appoint a Standing Committee which shall consist of the Vice-Chancellor as Chairman and eleven other members of whom five shall be Deans of Faculties. The quorum for a meeting of the Standing Committee shall be six. The Vice-Chancellor may refer such matters to the Standing Committee as he considers it necessary and take suitable action on the recommendation of the Standing Committee subject to rectification by the Academic Council.

### **15. Special invitees**

The Vice-Chancellor may invite for any meeting of the Standing Committee, persons having special knowledge and experience of any subject. The persons so invited shall be competent to take part in the discussion of the Committee. They shall not however be entitled to vote upon any question.

### **16. Powers of the Committee**

The Committee may exercise such powers and perform such duties which the Academic Council may by resolution delegate or assign to it. It may also advise the Vice-Chancellor on such matters as are referred to it by him.

### **17. Chairman of the Committee**

The Vice-Chancellor, if present, may preside at meetings of the Committee and in his absence, the Pro-Vice-Chancellor or a person nominated by the Vice-Chancellor shall be the Chairman.

**18. Opinion by circulation**

The Vice-Chancellor, may, at his discretion obtain the opinion of the Standing Committee or seek the approval of the Academic Council by circulation.

**19. Membership of the Principal of a College of Oriental Languages not being a Dean of Faculty nominated by rotation**

The seniority of the Principals of Colleges of Oriental Languages who are not Deans of Faculties for purposes of membership in the Academic Council by rotation shall be determined by the Vice-Chancellor on the basis of the length of service as Principal. The Vice-Chancellor shall forward the seniority list to the Chancellor so as to enable him to nominate one Principal of a College of Oriental Languages to the Academic Council, as laid down in clause (o) of sub-section (3) of Section 24 of the Act.

CHAPTER 8

THE STUDENTS' COUNCIL

**1. Constitution of Students' Council**

There shall be a Students' Council.

**2. Manner of Constitution**

It shall be constituted in the manner laid down in Section 29 of the Act.

**3. Term of office of members**

The members of the Students' Council other than ex-officio members shall hold office for a term of one year from the date of their election or nomination as the case may be.

**4. Manner of election of Secretary**

There shall be a Secretary to the Students' Council who shall be nominated by the Vice-Chancellor in the manner laid down in sub-section (3) of section 29 of the Act.

**5. Meetings of Students' Council**

The Students' Council shall normally meet twice a year on dates to be fixed by the Vice-Chancellor and as and when required, for the conduct of its business.

**6. Procedure for conduct of meetings**

In the absence of the Chairman, the Dean of Students Affairs shall preside over the meeting, and if he is also absent, the members present shall elect one of the members of the Council to preside at the meeting.

## **7. Quorum**

Fifteen members shall constitute a quorum for the meeting of the Students' Council and no business shall be transacted at a meeting at which there is no quorum.

## **8. Convening of special meetings**

The Chairman may, whenever he thinks fit convene a special meeting of the Students' Council.

## **9. Notice for a meeting of the Students' Council**

The Secretary to the Students' Council, shall, under the direction of the Chairman, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.

## **10. Notice of resolutions**

(1) Any member who wishes to move a resolution at an ordinary meeting of the Students' Council shall forward to the Secretary a copy of the resolution so as to reach him not less than twenty clear days before the date of the meeting.

(2) A member who has forwarded a resolution may, by giving written notice which shall reach the Secretary not less than three clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.

## **11. Resolution to be placed on the agenda paper**

The Secretary shall, under the direction of the Chairman, cause each resolution of which notice has been given and which has not since been withdrawn, to be placed on the agenda paper at the meeting at which it is to be moved subject in general to the Statutes governing the admissibility of resolutions at Senate meetings.

## **12. Despatch of agenda paper**

Not less than fifteen days before the date of an ordinary meeting, the Secretary shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting:

Provided that the Chairman may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same in the agenda paper.

## **13. Notice of amendment**

Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Secretary so as to reach him not less than 9 clear days before the date of the meeting at which the resolution is to be moved and the amendment shall be included on the final agenda paper subject in general to the Statutes governing the admissibility of amendments and resolutions at the Senate meetings.

#### **14. Procedure at meetings**

The procedure for admission of resolutions and amendments for the conduct of meetings of the Student's Council and of the Student's Council in Committee shall in general be the same as laid down for the meetings of the Senate, in so far as the Chairman may at his discretion decide.

#### **15. Proceedings**

The proceedings of each meeting of the Students' Council shall be signed by the Chairman of the meeting. A copy of the minutes of each meeting shall be sent to the Chancellor.

#### **16. Functions of the Students' Council.**

In addition to the powers conferred on the Students' Council by the Act, the Students' Council shall have the following further powers, namely:—

(a) to supervise and co-ordinate, the activities of the different Student Associations, Societies and other Organisations;

(b) to recommend to the Syndicate the financial allocation to be made for the activities to be undertaken under the relevant budgetary heads of the Students' Council;

(c) allocate funds for the different activities of the Students' Associations, Societies and other Organisations, as provided in the budget;

(d) submit an annual report of its work, together with a statement of its accounts to the Syndicate within a date to be fixed by it;

(e) make recommendations to the Syndicate regarding any matter affecting the corporate life or welfare of the Students; and

(f) make recommendations to the Syndicate regarding the facilities existing for instruction.

#### **17. Laying of periodical reports**

The Vice-Chancellor shall place before the Senate and the Students' Council periodical reports detailing the recommendations and suggestions made by the Students' Council and the action taken thereon by the authorities to which such recommendations and suggestions were made once in six months.

#### **18. Validity of proceedings**

Non-receipt of notice, agenda and other papers connected with any meeting of the Students' Council by any member of that Body shall not invalidate the proceedings of the meeting.



## CHAPTER 9

## THE FINANCE COMMITTEE

**1. Constitution**

(1) The Finance Committee shall consist of the members as specified in sub-section (2) of Section 31 of the Act.

(2) The Finance Officer shall be the Secretary of the Finance Committee.

**2. Quorum**

Four members of the Finance Committee shall constitute the quorum for a meeting.

**3. Term of office**

All the members of the Finance Committee shall hold office for a term of four years.

**4. President**

The Vice-Chancellor shall preside at the meeting of the Finance Committee. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor if any shall preside at the meeting thereof. In the absence of both the Vice-Chancellor and Pro-Vice-Chancellor, the members present shall elect one member from among themselves to preside at the meeting.

**5. Meetings of the Finance Committee**

(1) The Finance Committee shall meet at least once in every quarter to examine accounts and scrutinise the proposals for expenditure.

(2) Notwithstanding anything contained in clause (1), a meeting of the Finance Committee shall be convened before two days of a meeting of the Syndicate, to consider all financial matters.

**6. Annual accounts and financial estimates**

The annual accounts and the financial estimates of the University shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate.

**7. Limits of expenditure**

(1) The Finance Committee shall advise on limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University (which in the case of productive works may include the proceeds of loans).

(2) No expenditure other than that provided for in the budget shall be incurred by the University without consulting the Finance Committee.

**8. Consultation of Finance Committee**

The following proposals shall be implemented only in consultation with the Finance Committee, namely:—

(a) grant of additional monetary benefit not provided for in the service rules, to an employee; except payments for extra work.

- (b) proposals for making or amending financial and accounting rules;
- (c) proposals for the creation or abolition of any post the maximum pay of which is Rs. 700 and above per mensem.
- (d) any other item having financial implication which the Vice-Chancellor may refer it for advice.

#### **9. Powers and functions of the Finance Committee**

The Finance Committee shall—

- (a) examine the draft annual estimates of income and expenditure and annual accounts of the University;
- (b) scrutinise every item of new expenditure not provided for in the budget estimates of the University;
- (c) advise the Syndicate in regard to the strict observance of the Statutes relating to the maintenance of accounts of income and expenditure of the University;
- (d) examine and report on the accounts of the endowments and trust funds;
- (e) consider ways and means and financial effect of every new measure in contemplation involving fresh financial commitment on the part of the University;
- (f) make recommendations, whenever it deems necessary, to the Syndicate on all matters relating to the finances of the University;
- (g) scrutinise and report on the utilisation of the grants and loans given by the University or through the University, affiliated colleges or recognised institutions;
- (h) advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the University; and
- (i) have the right to call for any paper bearing on any financial proposals or any item of accounts matter for its consideration or in making its recommendations on the annual accounts or the financial estimates.

#### **10. Delegation of powers of the Finance Committee**

Subject to such general directions and control as may be fixed by the Finance Committee, any power exercisable by the Committee may be delegated to the Chairman.

#### **11. Validity of proceedings in certain cases**

Non receipt of notice, agenda and other papers connected with any meeting of the Finance Committee shall not invalidate the proceedings of the meeting of that Authority.

## CHAPTER 10

FACULTY OF HUMANITIES (INCLUDING  
PHILOSOPHY)

## 1. Degrees

The Degrees in the Faculty of Humanities (including Philosophy) shall be:—

Bachelor of Arts	B.A.
Master of Arts	M.A.
Master of Social Work	M.S.W.
Master of Letters	M. Litt.
Master of Philosophy	M. Phil.
Doctor of Philosophy	Ph. D.
Doctor of Letters	D. Litt.

## 2. Degree of Bachelor of Arts

Candidates for the degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-Degree examination of this University or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed courses of study in a college or other institution maintained by or affiliated to the University for a period of not less than three academic years or 9 terms and passed the prescribed examinations. The condition regarding institutional study is subject to the provisions made in the Regulations regarding private appearance.

## 3. Degree of Master of Arts

Candidates for the Degree of Master of Arts (M.A.) shall be required to have taken the Bachelor of Arts Degree of this University or a Degree of any other University recognised by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of this University and passed the Master of Arts Degree Examination conducted by this University.

## 4. Degree of Master of Social Work

Candidates for the Degree of Master of Social Work (M.S.W.) shall be required to have taken a degree of this University or an equivalent degree of any other University recognised by the Academic Council and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a College of this University and to have satisfactorily completed a research project and supervised field work and to have passed the Master of Social Work Degree Examination conducted by the University.

## 5. Degree of Master of Philosophy (Philosophy subject)

The Degree of Master of Philosophy (M. Phil.) in the subject of Philosophy may be awarded to persons holding a Masters degree of this University or of

any another recognised University on the results of course work and research work extending over a period of not less than twelve months after passing the qualifying examination carried out in an institution maintained by this University under the guidance of a supervising teacher approved by the Syndicate on a subject coming within the purviews of the Faculty of Humanities (including Philosophy) subject to the detailed Regulations that may be framed by the Academic Council in this regard.

## **6. Degree of Master of Letters**

(i) The Degree of Master of Letters (M. Litt.) may be awarded to Masters of Arts of this University, or of any other University recognised by the Academic Council as equivalent thereto, on the results of research work extending over a period of not less than two years after passing the examination qualifying them for the Master's Degree as the case may be.

(ii) Candidates for the M. Litt. Degree should have undertaken their research work under the guidance of a recognised supervising teacher in an institution of this University or of any another University or Institute recognised by the Syndicate for the purpose of preparing students for the Honours or Master's Degree in the branch of study concerned.

(iii) Candidate for the M. Litt., Degree shall be required to register themselves as research students before the commencement of their course of research.

(iv) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before 15th January and 15th July every year in the prescribed form and shall be accompanied by—

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research.

(b) The written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed by in the Ordinances.

(v) The application shall be considered and disposed of by the Syndicate.

(vi) Within six months before the expiry of the prescribed minimum period after registration, or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of researches carried out by him. The thesis shall be printed or typewritten in English.

(vii) The thesis shall comply with the following conditions:—

- (a) It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the source from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodied the result of his own research or observation, and this statement shall be certified by the supervising teacher.
- (b) It must form a distinct matter of contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercises of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.
- (c) It must be satisfactory as regards literary presentation and, if not already published in an approved form, must be suitable for publication, either as submitted or in an abridged form:

Provided, however, that a candidate who has presented a thesis for the Degree of Doctor of Philosophy in the Faculty and failed to secure the Ph. D. Degree may resubmit the same or a revised thesis for the Degree of Master of Letters.

(viii) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him, alone or jointly with others.

(ix) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(x) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or revised thesis, together with the same fee. The procedure prescribed above shall be allowed in respect of this thesis also.

(xii) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(xiii) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for publication under such conditions as it may impose.

## 7. Degree of Doctor of Philosophy

(i) The degree of Doctor of Philosophy (Ph.D.) may be awarded:

- (a) to persons holding the Degree of Master of Arts of this University or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts, as embodied in a thesis relating to a subject coming within the purview of the Faculty.
- (b) to persons holding the Degree of Master of Letters or Master of Philosophy of this University or of any another recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, or Master of Philosophy as embodied in a thesis relating to a subject coming within the purview of the Faculty.

Provided that in the case of Philosophy subject the Research work shall extended to a period of three years. The reseach shall be undertaken under the guidance of a supervising Teacher in an institution of this University or of another University or an Institute approved by the Syndicate.

(ii) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy, before the commencement of his course of research:

Provided, however, that a candidate who possesses the Degree of Master of Letters by research may register at any time during the further period of his two years research work.

(iii) The application for registration as a research student and as a candidate for the Ph. D. Degree shall be made to the Registrar on or before 15th January and 15th July of every year in the prescribed form, and shall be accompanied by:—

- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research.
- (b) The written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and
- (c) a Registration fee as prescribed in the Ordinances.

(iv) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the syndicate, provided however, that the opinion of the board of Studies concerned shall be obtained with regard to the suitability of the institution, (if outside Kerala State) for the purpose of any particular course of research.

(v) There shall be a preliminary qualifying examination for full time research students at the end of nine months and for part-time students at the end of one year. The said period may be extended by three months with the permission of the Syndicate.



The full time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

This clause shall not, however, apply in the case of philosophy subject.

(vi) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards; the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

(vii) The thesis shall be accompanied by the declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellow-ship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject on the thesis.

(ix) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(x) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

(xi) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(xii) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may impose.

## 8. Degree of Doctor of Letters

The Degree of Doctor of Letters (D. Litt.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

## 9. Diplomas

The University may grant diplomas in the following subjects of study:

- (i) English
- (ii) Business Management
- (iii) German
- (iv) Such other subjects of study as the Senate may decide from time to time.

## CHAPTER II

### FACULTY OF SCIENCE

#### 1. Degrees

The Degree in the Faculty of Science shall be:—

Bachelor of Science	B.Sc.
Master of Science	M. Sc.
Doctor of Philosophy	Ph. D.
Doctor of Science	D.Sc.

#### 2. Degree of Bachelor of Science

(Three Year Course)

Candidates for the degree of Bachelor of Science (B.Sc.) shall be required to have passed the Pre-Degree examination of this University or an examination accepted by the Academic Council as equivalent thereto with the main subject they proposed to offer for the B.Sc. course as one of the subjects under Part III of the Pre-Degree course except for statistics and Geology and to have subsequently undergone the prescribed course of study in a college or institution maintained by or affiliated to this University for a period of not less than 3 academic years or 9 terms and passed the prescribed examinations. The condition regarding institutional study is subject to the provisions made in the regulations regarding private appearance.

#### 3. Degree of Master of Science

(By Examination)

Candidates for the Master of Science Degree Examination shall be required to have passed the B.Sc. Degree Examination of this University or an examination accepted by the Academic council as equivalent thereto with a minimum of 50% marks for the concerned optional main subject excluding subsidiaries at the B.Sc. degree examination and to have subsequently undergone the prescribed course of study by attending a college for a period of not less than two academic years or six terms and passed the prescribed examination.

*Note:—M.Sc. Statistics—*The course shall be open to candidates who have passed the B.Sc. Degree Examination of this University or an examination accepted by the Syndicate as equivalent thereto with Mathematics or Statistics as the main subject.

#### **4. Degree of Master of Science**

(By Research)

(i) The Degree of Master of Science may be awarded to persons holding the Degree of Bachelor of Science of this University or a degree of any other University recognised by the Academic Council as equivalent thereto, on the result of research work extending over a period of not less than three years after passing the Examination qualifying them for the Bachelor's Degree, undertaken under the guidance of a supervising teacher approved by the Syndicate in an institution of this University or of any other University or an Institute approved by the Syndicate on a subject within the purview of the Faculty of Science, who have complied with the conditions hereinafter prescribed with regard to registration and submission of thesis and have passed the prescribed examination.

(ii) Candidates for the M.Sc. Degree shall be required to register themselves as research students before the commencement of their course of research.

(iii) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before 15th January and 15th July of every year in the prescribed form, and shall be accompanied by:

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

(b) the written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the University.

(iv) The application shall be considered and disposed of by the Syndicate, and if approved the candidate shall be registered as a candidate for the Degree.

(v) Within one year before the expiry of the prescribed minimum period after registration, the candidate shall take the prescribed examination, which shall consist of a written and a practical examination and a viva voce test. The candidate may, however, offer an additional paper in lieu of the prescribed practical examination. The examination shall test the candidate's ability and general knowledge in the subject of research and shall be in the field of knowledge in the subject of research connected with the thesis.

(vi) The syllabus for the written and the practical examination shall cover all aspects relating to the special subject chosen for research and shall

be prepared by the Supervising Teacher in consultation with the Chairman of the Board of Studies concerned and in case the Chairman is the Supervising Teacher, another member nominated by the Syndicate. The syllabi shall be approved by the Syndicate in either case.

(vii) Candidates who have been declared successful in the qualifying examination shall submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English, and embodying the results of research work carried out by them. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has already been submitted by him for a Degree, Diploma or Title of any other University or Society, and to submit a report from the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him alone or jointly with others.

(ix) The Syndicate shall appoint a Board of two examiners who shall conduct the examination and viva voce test and value the thesis. The candidate may be required to undergo, at the discretion of the examiners, an oral test on the subject of the thesis.

(x) The report of the Examiners, shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

(xii) The Board of Examiners shall classify the successful candidates either as First or Second class after taking into consideration in each case, the marks obtained by the candidate and the quality of the thesis submitted by him. No candidate shall be awarded a First Class if he has not passed at the first appearance.

(xiii) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may impose.

## 5. Degree of Doctor of Philosophy

(1) The Degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the Degree of Master of Science of this University or of another University recognised by the Syndicate as equivalent thereto, on the results of research work as embodied in a thesis relating to subjects coming within the purview of the faculty of Science;

- (a) to persons who have taken the Degree in Master of Science by Examination, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Master's Degree and undertaken under the guidance of a supervising teacher approved by the Syndicate in an institution of this University or of another University or an Institute approved by the Syndicate, who have complied with the conditions prescribed hereunder with regard to registration and submission of thesis and have passed the qualifying examination for the submission of the thesis prescribed in Statute 4 (v) above;
- (b) to persons who have taken the Degree in Masters of Science by Research, on the results of further research work carried out in an approved institution extending over a period of not less than two years after the submission of the thesis for which the Master's Degree was awarded.

(2) A candidate shall be required to register himself as a research student and candidate for the Degree of Doctor of Philosophy before the commencement of the course of research, provided, however, that a candidate who possesses the Degree of Master of Science by Research may register at any time during the further period of his two years' research work.

(3) The application for registration as a research student and candidate for the Ph. D. Degree shall be made to the Registrar on or before 15th January and 15th July of every year in the prescribed form and shall be accompanied by:—

- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research and details of previous study and research, if any;
- (b) particulars regarding the special subject in which he intends to prosecute research;
- (c) the name of a teacher of the University or of other supervisor recognised for the purpose by the Syndicate under whose guidance and supervision he proposes to work accompanied by the written consent of the teacher agreeing to supervise his work, provided that in the case of candidates who have already qualified for the M.Sc. Degree by Research of this University they shall be permitted to submit a thesis on the basis of independent research;

- (d) a statement giving the name of the Institution or Laboratory where he proposes to carry out his research and such particulars regarding the equipment and facilities available as will show that it is adequately equipped for the purpose of the proposed research. The institutions for purposes of approval shall be departments of the University or colleges maintained by or affiliated to the University up to the Master's or Honours standard in the branch of study concerned, or special departments of Professional Colleges. In regard to subject for which research facilities are not available within the University and in other special cases, it shall be competent for the Syndicate to recognise, on individual merit, Research Institutes or Departments of an all India character and the teachers and officers employed therein for purpose of enabling persons to pursue research in such Institutes for the Ph. D. Degree of this University; and

(e) a registration fee as prescribed in the ordinances.

(4) The application for registration as a research student and candidate for the Degree or for registration for the Degree shall be considered and disposed of by the syndicate, provided, however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the Institution (if outside the State) for the purposes of any particular course of research.

(5) Candidates for the Ph.D. Degree who have not previously qualified for the degree of Master of Science by Research of this University shall be required to take:

- (i) A preliminary qualifying examination at the end of nine months in the case of full-time research students and at the end of one year in the case of part time research students. The period may be extended by three months with the permission of the Syndicate.
- (ii) There shall also be a final qualifying examination for all research students which shall be conducted two and a half years after registration.

(6) The full time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(7) After the expiry of the period of the Post-graduate study and research or at any other time afterwards the candidate shall submit to the Registrar, together with the prescribed fee, four copies of the thesis, printed or typewritten, embodying the results of the research carried out by him.

Every candidate other than those who have already qualified for the M.Sc. Degree of this University by Research shall also submit with his thesis a certificate from the teacher under whom he worked that the thesis submitted is a bona fide record of research work done by the candidate during the period of study under him and that the thesis has not previously formed the basis for



the award to the candidate of any Degree, Diploma, Associateship, Fellowship or other similar title of any other University or Society, together with a statement from the teacher indicating the extent to which the thesis represents independent work on the part of the candidate. The candidate shall clearly set forth, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions which he claims as original. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in the preface the portions upon which the award of the previous Degree has been based.

In the case of those who have already qualified for the Degree of Master of Science by Research of this University, the thesis shall be accompanied by a declaration signed by the candidate that it has been composed independently by himself and a certificate that it has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship, or other similar title or distinction.

A candidate may also forward as supplementary papers to his thesis printed copies of any contribution or contributions to the knowledge of his subject or of any cognate branch of Science he may have published in journals or periodicals, alone or jointly with others, together with the names of such journals or periodicals.

(8) The thesis shall be valued by a Board consisting of three examiners appointed for the purpose by the Syndicate, and the candidate may be required to undergo at the discretion of the Examiners an oral test on the subject of the thesis.

The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, the decision of the Syndicate shall be published and the candidate admitted to the Degree under the prescribed conditions.

If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be permitted to submit his thesis for the Degree on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(9) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may impose.

## **6. Degree of Doctor of Science**

The Degree of Doctor of science (D.Sc.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

## CHAPTER 12

### FACULTY OF ENGINEERING

#### 1. Degrees

The Degrees in the Faculty of Engineering shall be:—

Bachelor of Science (Engineering)	B.Sc. (Eng.)
Master of Science (Engineering)	M.Sc. (Eng.)
Doctor of Philosophy	Ph. D.
Doctor of Science	D.Sc.

#### 2. Degree of Bachelor of Science (Engineering)

Candidates for the degree of B.Sc. (Engineering) shall be required to have passed the Pre-Degree examination of this University with Mathematics, Physics and Chemistry as subjects of study under Part III with 50% marks in Mathematics and 50% marks in Mathematics, Physics and Chemistry put together or an examination accepted by the Academic Council of this University as equivalent thereto, and to have subsequently undergone the prescribed course of study for a period of not less than 4 academic years comprising eight semesters and passed the prescribed examinations.

#### 3. Degree of B.Sc. (Engineering) under the Special emergency provisions

Candidates for the Degree of Bachelor of Science in Engineering (B. Sc. Engg.) under the special emergency provisions shall be required to have passed the Bachelor of Science Degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in an institution maintained by or affiliated to this University for a period of not less than three academic years and to have passed the prescribed examinations.

#### 4. Degree of M.Sc. (Engineering) Semester Course

Candidates for the degree of M.Sc. (Engineering) Semester course shall be required to have passed the B.Sc. (Engineering) degree in the respective branch of the University of Calicut or any degree accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years comprising four semesters with corresponding group of subjects for each semester of study and passed the prescribed examinations.

#### 5. Degree of Master of Science (Engineering) (by examination)

Candidates for the Degree of Master of Science (Engineering) (M.Sc. Engg.) under the old scheme shall be required to have taken the Degree of Bachelor of Science (Engineering) of this University or an equivalent degree

of any other University recognised by the Academic Council and to have undergone the prescribed course of study in a College of Engineering of this University for a period of not less than one academic year after qualifying themselves for the Bachelor's degree in Engineering and to have passed the prescribed examination and have undergone practical training for a period of not less than six months in places approved by the Syndicate for the purpose.

#### **6. Degree of Master of Science (Engineering under the new Scheme)**

Candidates for the Degree of Master of Science (Engineering) (M.Sc. Engg.) under the new scheme (effective from the academic year 1963-64) shall be required to have taken the Degree of Bachelor of Science (Engineering) of this University or an equivalent degree of any other University recognised by the Academic Council and to have undergone the prescribed course of study in a College of Engineering of this university for a period of not less than two academic years after qualifying themselves for the Bachelor's degree in Engineering and to have passed the M.Sc. (Engineering) Previous and M.Sc. (Engineering) Final Examinations.

#### **7. Degree of Master of Science (Engineering) (By Research)**

The Degree of Master of Science (Engineering) (M.Sc. Eng.) may be awarded to graduates in Engineering of this University or of a recognised University as prescribed hereunder on the results of research work as embodied in a thesis relating to subjects within the purview of the Faculty:—

to graduates in Engineering, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree in Engineering, undertaken under the guidance of a Supervising Teacher in an institution of this University or of any other University or an Institute approved by the Syndicate.

(2) Candidate for the M.Sc. (Eng.) Degree shall be required to register themselves as research students before the commencements of their course of research.

(3) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before, 15th January or 15th July of every year in the prescribed form, and shall be accompanied by:—

- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;
- (b) the written consent of a recognised teacher of the University or of a recognised institute agreeing to supervise the work of the applicant; and
- (c) a registration fee as prescribed in the Ordinances.

(4) The application shall be considered and disposed of by the Syndicate.

(5) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has been already submitted by him for a Degree, Diploma or Title of any other University or Society, and to submit a report by the supervising teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(6) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(7) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the decision of the Syndicate shall be published. The candidate shall be admitted to the Degree under the prescribed conditions.

(8) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(9) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit to impose.

## **8. Degree of Doctor of Philosophy**

(1) A candidate for registration for the Degree of Ph.D. in the Faculty of Engineering must have qualified for the Degree of Master of Science in Engineering of this University, or of any other University recognised by the University for the purpose.

(2) A candidate for the Ph.D. Degree must, before registration, produce a certificate from a recognised supervising teacher or teachers of the University, stating that the candidate is in their opinion a fit person to undertake a course of research in the specified subject with a view to the Ph.D. Degree and that they are willing to undertake the responsibility of supervising the work of the candidate. This certificate shall be forwarded to the Registrar of the University through the Principal of the College or Institution where the work is proposed to be carried out.

(3) A candidate, whose application has been approved, must register within three months from the date on which he was notified that his application for registration was approved.

The fee for registration shall be as prescribed in the Ordinances.

(4) If a student does not begin his course of study in the University within one calendar year from the date of the approval of his application for registration, the approval of his application will lapse, and he must apply again to the University for registration if he still desires to proceed to the Ph. D. Degree.

(5) Every candidate for the Ph.D. Degree in the Faculty of Engineering must pursue a course of not less than two and not more than four calendar years of training in research and research methods. The student shall during his course of study pay such fee as may be prescribed by the University to the college or Institution in which he is working, unless he is specially exempted by competent authority from making the payment.

(6) There shall be a preliminary qualifying examination for full time research students at the end of nine months and for part-time students at the end of one year extendable by 3 months with the permission of the Syndicate. There shall also be a final qualifying examination for all research students which shall be conducted two and a half years after registration.

The full time research students shall submit the thesis within a period of five years and part-time students within a period of six years. In either case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(7) Not later than one calendar year before the date when he proposes to enter for the examination, the student must submit the title of his thesis for approval by the University. After the title of the thesis has been approved, it may not be changed except with the permission of the University.

(8) On completing his course of study every candidate must submit a thesis which embodies, the result of his research and observation and which must form a distinct contribution to the knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.

(9) The Degree will not be conferred upon a candidate unless the examiners certify that the thesis is worthy of publication as a "Thesis approved for the Degree of Doctor of Philosophy(Engineering) in the University of Calicut".

(10) An abstract of the thesis comprising not more than 300 words shall be included in each copy of the thesis submitted to the University.

(11) A candidate will not be permitted to submit as his thesis a thesis for which a Degree has been conferred on him in this or in any other University; but a candidate shall not be precluded from incorporating work which he has already submitted for a degree in this or in any other University in a thesis



covering a wider field, provided that he shall indicate in his form of entry and also in his thesis any work which has been so incorporated.

(12) Every candidate must apply to the Registrar for a form of entry, which must be returned duly completed and accompanied by four copies of his thesis, printed or typewritten, together with an entry fee of Rs. 300 and a certificate of having completed for the course of study prescribed in his case.

(13) The candidate may submit as subsidiary matter in support of his candidature any printed contribution or contributions to the advancement of his subject which he may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter he will be required to state fully his own share in any conjoint work.

(14) After the examiners have read the thesis they may, if they think fit, and without further test, recommend that the candidate be rejected.

(15) If the thesis is adequate, the examiners shall examine the candidate orally, and at their discretion by written papers or practical examinations or by both methods, on the subject of the thesis and, if they see fit, on subjects, relevant thereto.

(16) If the thesis is adequate but the candidate fails to satisfy the examiners at the oral, practical or written examination held in connection therewith, the examiners may recommend to the University that the candidate be permitted to represent the same thesis and submit to a further oral, practical or written examination with a period not exceeding one year specified by them, and the fee on re-entry, if the University adopt the recommendation of the examiners, shall be half the fee originally paid.

(17) If the thesis, though inadequate, seems to be of sufficient merit to justify such action, the examiners may recommend to the University that the candidate be permitted to re-present his thesis in a revised form within eighteen months from the decision of the University with regard thereto and the fee on re-entry, if the University adopt such recommendation shall be half the fee originally paid. Examiners shall not, however, make such recommendation, without submitting the candidate to an oral examination.

(18) Each report of the examiners shall state (a) the subject of the thesis submitted by the candidate; (b) a list of his other original contributions (if any) to the advancement of his subject; (c) a concise statement of the grounds upon which he is recommended by the examiners for the Degree.

(19) Copies of all successful thesis, whether published or not, shall be deposited for reference in the University Library.

(20) Work approved for the Degree of Ph. D. and subsequently published must contain a reference, either on the title page or in the preface, to the fact that the work has been approved by the University for the award of the Degree.

(21) A student who fails to pass the Ph. D. Degree examination will be required on re-entry for the examination to comply with the Regulations in force at the time of his re-entry.



(22) Teachers who are working in the University institutions and who are Heads of Departments may be permitted to submit a thesis for the Ph. D. Degree without working under a supervising teacher, provided, however they possess the qualifications prescribed in sub-clause (1) and register themselves for the Degree.

### 9. Degree of Doctor of Science

The Degree of Doctor of Science (D.Sc.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

### 10. Diplomas and Certificates

The University may grant Diplomas and Certificates in the following subjects of study:—

- (i) Mechanical Engineering;
- (ii) Electrical Engineering;
- (iii) Civil Engineering
- (iv) Such other subjects of study as the Senate, may, from time to time, decide.

## CHAPTER 13

### FACULTY OF LANGUAGE AND LITERATURE (INCLUDING ENGLISH)

#### 1. Degrees

The Degrees in the Faculty of Language and Literature shall be:

Bachelor of Arts	B.A.
Master of Arts	M.A.
Master of Philosophy	M. Phil. in English
Master of Letters	M. Litt.
Doctor of Philosophy	Ph. D.
Doctor of Letters	D. Litt.

#### 2. Degree of Bachelor of Arts

Candidates for the degree of Bachelor of Arts shall be required to have passed the Pre-Degree examination of this University or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or other institution maintained by or affiliated to the University for a period of not less than 3 academic years or 9 terms and passed the prescribed examinations. The condition regarding institutional study is subject to the provisions made in the regulations regarding private appearance.

#### 3. Degree of Master of Arts

Candidates for the Degree of Master of Arts (M.A.) shall be required to have taken the Bachelor of Arts Degree of this University or a degree of any

other University recognised by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study, for a period of not less than two academic years in a college within the territorial jurisdiction of this University and to have passed the Master of Arts Degree Examination conducted by this University.

#### **4. Master of Philosophy in English**

The degree of Master of Philosophy (M. Phil.) in English may be awarded to persons holding a first or second class Master's Degree in English of this University or a qualification recognised as equivalent thereto on the results of course work and of research work extending over a period of one academic year after passing the qualifying examination carried out in an institution maintained by this University under the guidance of a supervising teacher approved by the Syndicate on a subject coming within the purview of the Faculty of Language and Literature (including English), subject to the Regulations framed by the Academic Council:

Provided that the teachers of colleges affiliated to the University of Calicut having not less than five years of experience shall be eligible for admission to the course, irrespective of the class in the Master's Degree examination, preference being given to those possessing post-graduate teaching or research experience.

#### **5. Degree of Master of Letters**

(1) The Degree of Master of Letters (M. Litt.) may be awarded to:—

Bachelor of Arts (Honours) or Master of Arts of this University or of any other University recognised by the Academic Council as equivalent thereto, on the results of research work extending over a period of not less than two years after passing the examination qualifying them for the Honours Degree or the Master's Degree, as the case may be.

(2) Candidates for the M. Litt. Degree shall have undertaken their research work under the guidance of a recognised supervising teacher in an institution of this University or of any other University or an Institution recognised by the Syndicate for the purpose of preparing students for the Honours or Master's Degree in the branch of study concerned.

(3) Candidates for the M. Litt. Degree shall be required to register themselves as research students before the commencement of their course of research.

(4) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before 15th January and 15th July of every year in the prescribed form, and shall be accompanied by:—

- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

- (b) The written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and
  - (c) a registration fee as prescribed in the Ordinances.
- (5) The application shall be considered and disposed of by the Syndicate.
- (6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of researches carried out by him. The thesis shall be printed or typewritten.
- (7) The thesis shall comply with the following conditions:—
- (a) It must consist of the candidate's own account of his research; provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observation, and this statement shall be certified by the supervising teacher.
  - (b) It must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.
  - (c) It must be satisfactory as regards literary presentation, and if not already published in an approved form, must be suitable for publication, either as submitted or in an abridged form:

Provided, however, that a candidate who has presented a thesis for the Degree of Doctor of Philosophy in the Faculty and failed to secure the Ph.D. Degree, may resubmit the same or a revised thesis for the Degree of Master of Letters.

(8) In addition to the thesis, the candidate may submit, as additional evidence any memoir or work published by him alone or jointly with others.

(9) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(11) If the thesis is not approved, for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new

or revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(12) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for publication under such conditions as it may think fit to impose.

## **6. Degree of Doctor of Philosophy**

(1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder:

- (a) To persons holding the Degree of Master of Arts of this University or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts, as embodied in a thesis relating to a subject coming within the purview of the Faculty.
- (b) To persons holding the Degree of Master of Letters of this University or of any other recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters as embodied in a thesis relating to a subject coming within the purview of the Faculty.

The research shall be undertaken under the guidance of a Supervising Teacher, in an Institution of this University or of any other University or an Institute approved by the Syndicate.

(2) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research:

Provided, however, that a candidate who possesses the Degree of Master of Letters by research may register at any time during the further period of his two year's research work.

(3) The application for registration as a research student and as a candidate for the Ph.D. Degree shall be made to the Registrar on or before the 15th January and 15th July of every year in the prescribed form, and shall be accompanied by:—

- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence or attainments as will show his fitness to pursue the proposed course of research;
- (b) the written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate, agreeing to supervise the work of the applicant; and
- (c) a registration fee as prescribed in the Ordinances.

(4) The application for registration as a research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided, however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if outside Kerala State) for the purpose of any particular course of research.

(5) There shall be a preliminary qualifying examination for full time research students at the end of nine months and for part-time students at the end of one year extendable by 3 months with the permission of the Syndicate.

The full time research students shall submit the thesis within a period of five years and part-time students within a period of six years. In either case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(6) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bonafide research carried out by the candidate.

(7) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board consisting of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(8) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(9) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(10) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit to impose.

## **7. Degree of Doctor of Letters**

The Degree of Doctor of Letters (D.Litt.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

### 8. Titles in the Faculty of Language and Literature

The Titles in the Faculty of Language and Literature shall be:—

- (i) Vidvan (Hindi)
- (ii) Vidvan (Kannada)
- (iii) Afzal-ul-ulama (Arabic)
- (iv) Adib-e-Fazil (Urdu)
- (v) Such other titles as the Senate, may, from time to time institute.

## CHAPTER 14

### FACULTY OF FINE ARTS

#### 1. Degrees

The degrees in the Faculty of Fine Arts shall be:—

Bachelor of Arts	B.A.
Master of Arts	M.A.
Master of Letters	M.Litt.
Doctor of Philosophy	Ph.D.
Doctor of Letters	D.Litt.

#### 2. Degree of Bachelor of Arts

(Three-year Course)

Candidates for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-Degree examination of this University or any other examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or other institution maintained by or affiliated to the University for a period of not less than 3 academic years or 9 terms.

The condition regarding institutional study is subject to the provision made in the Regulations regarding private appearance.

#### 3. Degree of Master of Arts

Candidates for the Degree of Master of Arts (M.A.) shall be required to have taken the Bachelor of Arts Degree of this University or a degree of some other University recognised by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of this University and passed the Master of Arts Degree Examination conducted by this University.



#### 4. Degree of Master of Letters .

- (1) The Degree of Master of Letters (M.Litt) may be awarded to —
  - (a) Bachelor of Arts of this University or of any other University recognised by the Academic Council as equivalent thereto, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree.
  - (b) Master of Arts of this University or of any other University recognised by the Academic Council as equivalent thereto on the results of research work extending over a period of not less than two years after passing the examination qualifying them for the Master's Degree.
- (2) Candidates for the M. Litt. Degree shall have undertaken their research work under the guidance of a recognised supervising teacher in an institution of this University or of any other University or an institution recognised by the Syndicate for the purpose of preparing students for Master's Degree in the branch of study concerned.
- (3) Candidates for the M. Litt. Degree shall be required to register themselves as research students before the commencement of their course of research.
- (4) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before the 15th January and 15th of July of every year in the prescribed form, and shall be accompanied by—
  - (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;
  - (b) the written consent of a recognised teacher of the University or recognised institute agreeing to supervise the work of the applicant; and
  - (c) a registration fee as prescribed in the Ordinance.
- (5) The application shall be considered and disposed of by the Syndicate.
- (6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of research carried out by him. The thesis shall be printed or typewritten in English.
- (7) The thesis shall comply with the following conditions:—
  - (a) It must consist of the candidate's own account of his research provided that it may describe work done in conjunction with the

teacher who has supervised the work. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observation, and this statement shall be certified by the Supervising Teacher.

- (b) It must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.
- (c) It must be satisfactory as regards literary presentation, and if not already published in an approved form, must be suitable for publication either as submitted or in an abridged form:

Provided, however, that a candidate who has presented a thesis for the Degree of Doctor of Philosophy in the Faculty and failed to secure the Ph.D. Degree, may resubmit the same or a revised thesis for the Degree of Master of Letters.

(8) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him, alone or jointly with others.

(9) The thesis shall be valued by a Board consisting of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(11) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(12) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate. The Syndicate may grant permission for the publication under such conditions as it may think fit to impose.

## 5. Degree of Doctor of Philosophy

(1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder:—

- (a) To persons holding the Degree of Master of Arts of this University or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts as embodied in a thesis relating to a subject coming within the purview of the Faculty.
- (b) To persons holding the Degree of Master of Letters of this University or of any other recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, as embodied in a thesis relating to a subject coming within the purview of the Faculty.

The research shall be undertaken under the guidance of a supervising Teacher, in an institution of this University or of any other University or an Institute approved by the Syndicate.

(2) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research; provided, however, that a candidate who possesses the Degree of Master of Letters by Research may register at any time during the further period of his two years' research work.

(3) The application for registration as a research student and as a candidate for the Ph.D. Degree shall be made to the Registrar on or before 15th January and 15th July of every year in the prescribed form, and shall be accompanied by:—

- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;
- (b) the written consent of a teacher of the University or any other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and
- (c) a registration fee as prescribed in the Ordinances.

(4) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate, provided however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if out side Kerala State) for the purpose of any particular course of research.

(5) There shall be a preliminary qualifying examination for full-time research students at the end of nine months and for part-time students at the end of one year which shall be extended by three months with the permission of the Syndicate.

The full-time research students shall submit the thesis within a period of five years and part-time students within a period of six years. In either case the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portion of the thesis which he claims as original.

(7) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(8) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(9) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(10) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(11) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit to impose.

## **6. Degree of Doctor of Letters**

The degree of Doctor of Letters (D. Litt.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

## CHAPTER 15

## FACULTY OF COMMERCE

## 1. Degrees

The Degrees in the Faculty of Commerce shall be:—

Bachelor of Commerce	B. Com.
Master of Commerce	M. Com.

## 2. Degree of Bachelor of Commerce

Candidates for the degree of Bachelor of Commerce (B.Com.) shall be required to have passed the Pre-Degree examination with at least one Commerce subject or with a minimum of 45% of the aggregate marks or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or other institution maintained by or affiliated to this University for a period of not less than 3 academic years or 9 terms and passed the prescribed examinations. The conditions regarding institutional study is subject to the provisions in the Regulations regarding private appearance.

## 3. Degree of Master of Commerce

Candidates for the degree of Master of Commerce (M. Com.) shall be required to have passed the Bachelor of Commerce Degree Examination of this University or any other examination accepted by the Academic Council as equivalent thereto with a minimum of 45% marks in the optional subjects and to have subsequently undergone the prescribed course of study by attending a college for a period of not less than two academic years or six terms and passed the prescribed examinations.

The condition regarding institutional study is subject to the provisions made in the Regulations regarding private appearance.

## CHAPTER 16

## FACULTY OF MEDICINE

## 1. Degrees

The Degrees in the Faculty of Medicine shall be:—

Bachelor of Medicine and Surgery	M.B. & B.S.
Bachelor of Dental Surgery	B.D.S.
Master of Surgery	M.S.
Master of Science	M.Sc.
Doctor of Medicine	M.D.

## 2. Degree of Bachelor of Medicine and Surgery

Candidates for the Degree of Bachelor of Medicine and Surgery (M.B. & B.S.) shall be required:—

- (a) to have passed the Pre-Degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto;
- (b) to have subsequently pursued the prescribed course of study in a Medical College affiliated to or recognised by this University for a period of not less than four and a half academic years, of which not less than three years should be spent in the study of clinical subjects in a Medical College affiliated to this University after having passed the First M.B. & B.S. Examination;
- (c) to have passed all the prescribed examinations; and
- (d) to have worked thereafter as a house-surgeon for a period of not less than one year in a hospital recognised by the Syndicate or to have put in not less than one year's approved service in the Indian Army Medical Service:

Provided however that a candidate who holds the Diploma of L.M.P., or D.M.S., or any other qualification accepted by the Syndicate and the Medical Council of India as equivalent thereto and has passed the Intermediate Examination in the Medical Group of any recognised Indian University or any other examination recognised by the Syndicate as equivalent thereto and has subsequently undergone the prescribed course of study in a Medical College of this University for a period of two academic years and passed the Second and Final M.B.B.S. Examinations shall be admitted to the M.B.B.S. Degree.

## 3. Degree of Bachelor of Dental Surgery

Candidate for the Degree of Bachelor of Dental Surgery (B.D.S.) shall be required:—

- (a) to have passed the Pre-Degree Examination or an examination accepted by the Academic Council as equivalent thereto;
- (b) to have subsequently pursued the prescribed course of study in a Medical or Dental College, affiliated to or recognised by this University for a period of four academic years of which not less than three years shall be spent in study in a Medical or Dental College affiliated to this University, after having passed the First B.D.S. Examination; and
- (c) to have passed all the prescribed examinations.

## 4. Doctor of Medicine

Save as otherwise provided, candidates for the Degree of Doctor of Medicine (M.D.) shall be required:—

- (i) to have passed the M.B.B.S. Degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto; and thereafter been a House Surgeon in a teaching hospital maintained by or affiliated to this University for a period of not less than 12 months of which six months at least have been spent in the medical ward or has been in the active practice of the profession for a period of not less than three years;



(ii) (a) to have worked as a post-graduate student for two years in a teaching hospital maintained by or affiliated to this University in General Medicine or speciality, or (b) to have worked as a member of the teaching staff of a teaching hospital maintained by or affiliated to this University or in the department concerned in the case of non-clinical subjects for a period of at least two years; and

(iii) to have passed the prescribed examination;

Provided, however, that the period of two years mentioned in (ii) (a) above may be reduced to one year in the case of candidates who have selected Branch I—General Medicine and who have continuous active practice for a period of not less than five years.

### 5. Degree of Doctor of Medicine (Paediatrics)

The course of study leading to the Degree of Doctor of Medicine (Paediatrics) shall extend over a period of three years after full registration (having obtained the Degree of Bachelor of Medicine and Bachelor of Surgery of this University or any other recognised University and having completed the compulsory rotating housemanship) and shall be conducted in the respective departments in a Medical College affiliated to the University and recognised by the University for the purpose. Diploma in Child Health of a recognised University will be a desirable qualification. A reduction of one year will be given to candidates who have the Diploma in Child Health qualification or is a tutor in the Department of Paediatrics or has done one year Senior House Surgency in the subject.

A candidate, after admission to the course shall apply in the prescribed form for registration to the University, paying the prescribed fees for registration.

Candidates shall pursue a regular course of study and research in the Department of Paediatrics. They shall have increasing responsibility in the management and treatment of patients including Neonatology. They shall also have training in the basic sciences of Anatomy, Physiology and Microbiology in their applied aspects.

On completion of the prescribed course of study, candidates shall be permitted to appear for examination, on production of a certificate from the Supervisor that the candidates have satisfactorily completed the course, and on payment of the fees.

The examination shall be held twice a year and shall consist of: (1) Thesis; and (2) Written, Practical and Viva-Voce tests.

Six months before the written examination, each candidate shall submit 4 copies of a thesis embodying research work done by the candidate during the course of study, on a subject, approved by the University.

The Board of Examiners shall consist of three members, actively engaged in teaching, research in the subject, one member of the Board shall be from Calicut University and two from outside.

In the event of the thesis being found not acceptable, the Board of Examiners may recommend suitable alterations or additional work. The candidate shall resubmit the thesis after incorporating the suggestions or alterations.

The written examination shall consist of two parts as shown below Part I will be a Theory examination consisting of 2 papers of 3 hours duration each.

*Paper I* Anatomy, Physiology, and Biochemistry with special emphasis on Embryology and Development.

*Paper II* Pharmacology, Pathology and Microbiology with special reference to Paediatrics and Development.

No candidate shall be permitted to appear for the Part II written, clinical or viva-voce test before the thesis accepted and before passing the Part I Examination.

The degree of Doctor of medicine (Paediatrics) shall be awarded if the Board of Examiners recommends that the candidate's thesis and performance in the tests are acceptable. No marks will be awarded but the Board of Examiners may recommend that a candidate be declared "passed with distinction"/"Passed"/"Failed".

Candidates who fail may be permitted to appear for succeeding examinations. If a candidate fails to obtain the degree within 5 years of registration, the registration shall be cancelled.

### **Degree of Doctor of Medicine (Social & Preventive Medicine)**

(1) The course of study leading to the Degree of Doctor of Medicine (Social & Preventive Medicine) shall extend over a period of three years and shall be conducted in the Department of Social and Preventive Medicine, Medical College, Calicut or in any other Medical College affiliated to the University of Calicut.

In the case of candidates with the qualification of Diploma in Public Health from any recognised University or an equivalent qualification or having a minimum of one year's experience as a teacher in the Department of Social and Preventive Medicine of a Medical College approved by this University, a reduction of one year may be given.

(2) Candidates seeking admission to the course shall fulfil the following conditions:—

*Essential:*—Should have obtained the Degree of Bachelor of Medicine and Bachelor of Surgery of this University or an equivalent qualification.

*Desirable:*—Should have acquired Diploma in Public Health from a recognised University or an equivalent qualification.

(3) A candidate on admission to the course shall apply in the prescribed form for registration in the University.

(4) Candidates shall pursue a regular course of study, field work and research under the guidance of a supervisor approved by the University.

(5) On completion of the prescribed course of study, candidates shall be permitted to appear for the examination only on production of a certificate of satisfactory completion of the course from the supervisor.

(6) Examinations shall be held not more than twice a year and shall consist of:—

(1) Thesis, and

(2) Written, Practical and Viva voce test.

(7) Six months before the examination, each candidate shall submit four copies of a thesis embodying research work done by the candidate during the course of study, on a subject approved by the University.

(8) In the event of the thesis being found not acceptable the board of examiners may recommend suitable alterations or additional work. The candidate shall resubmit the thesis after incorporating the suggestions and alternations. No candidate shall be permitted to appear for the written, practical or viva voce examination before the thesis is accepted.

(9) The board of examiners shall consist of three members, actively engaged in teaching or research in the subject. One member of the Board shall be from this University and two from outside.

(10) The practical examination shall extend over a period of two days. The examination shall cover all aspects of Social & Preventive Medicine with emphasis on Epidemiology and Family Care. The viva voce examination shall be conducted concurrently.

(11) The Degree of Doctor of Medicine shall be awarded if the board of examiners recommend that a candidate's thesis and performance in the tests are acceptable. No marks will be awarded but the board of examiners may recommend that a candidate be declared "passed with Distinction"/"Passed"/"Failed".

(12) Candidates who failed in the tests may be permitted to appear for the succeeding examinations.

(13) If a candidate fails to obtain the Degree within five years of registration, the registration shall stand cancelled.

## **7. Master of Surgery**

Candidates for the Degree of Master of Surgery shall be required:

(i) to have passed the M.B.B.S. Examination of this University or an examination accepted by the Academic council as equivalent thereto and thereafter to have been a House Surgeon in a teaching hospital maintained by or affiliated to this University for a period of not less than 12 months of which six months at least have been spent in the surgical wards, or have been in the active practice of the profession for a period of not less than three years;

(ii) to have worked for a period of not less than two years in a College hospital maintained by or affiliated to this University as a Post-graduate in General Surgery or speciality, or (b) to have worked as a member of the teaching staff of a collegiate hospital maintained by or affiliated to this University or in the Department concerned for a period of not less than two years; and

(iii) to have passed the prescribed examination:

Provided, however, that the period of two years mentioned in (ii) above may be reduced to one year in the case of candidates who have continuous active medical practice for a period of not less than five years.

### 8. Master of Science

Candidates for the Degree of master of Science (M.Sc.) shall be required to have taken the M.B.B.S. Degree Examination of this University or of any other University accepted by the Academic Council as equivalent thereto; and thereafter worked in the department concerned in a Medical College affiliated to the University either as a member of the staff or as Post-Graduate for a period of not less than one year and to have subsequently pursued the prescribed course of study and research in the department for a further period of not less than two years and have passed the prescribed examinations;

Provided however, that the period of two years study and research mentioned above may be reduced to one year in the case of candidates who have worked in the department for three years prior to admission to the course.

### 9. Diplomas

The University may grant diplomas in the following subjects of study:—

(i) Obstetrics and Gynaecology (ii) Clinical Pathology (iii) Public Health (iv) Child Health (v) Radiology (vi) Ophthalmology (vii) Nursing and (viii) Such other subjects of study as the Senate may from time to time decide.

## CHAPTER 17

### FACULTY OF EDUCATION

#### 1. Degrees:—

The Degrees in the Faculty of Education shall be:—

Bachelor of Education

B. Ed.

Master of Education

M. Ed.

Master of College Teaching

M. C. T.

Doctor of Philosophy

Ph. D.

## **2. Degree of Bachelor of Education**

Candidates for the Degree of Bachelor of Education (B.Ed.) shall be required to have undergone the prescribed course of study in a college of this University for a period of one academic year after qualifying for a degree in this University or a degree in some other University accepted by the Academic Council as equivalent thereto and to have passed the prescribed examinations.

No candidate shall be admitted to the B. Ed. Degree Examination unless he has been previously admitted to a degree of this University or of some other University accepted by the Academic Council as equivalent thereto.

Candidates who have qualified for the L. T. or B. T. Degree of this University and have not taken the L. T. or B.T. Degree shall be admitted to the B.Ed. Degree.

## **3. Degree of Master of Education (M. Ed.)**

No candidate shall be admitted to the examination or the degree of Master of Education (M.Ed.) unless he has passed not less than two years previously the examination for the degree of Bachelor of Education or Bachelor of Teaching or Licentiate in Teaching in this University or a degree examination in some other University accepted by the Academic council as equivalent thereto, and forwards before the date of the commencement of the examination satisfactory evidence of having taken the degree, and has undergone the prescribed course of study in a college of this University for a period of one academic year.

The M.Ed. Degree Examination shall consist of two parts, Part I being the written examination and Part II, the thesis. A candidate shall not be allowed to submit his thesis until he has secured a pass in the written examination.

## **4. Master of College Teaching (M. C. T.)**

The degree of Master of College Teaching (M.C.T.) may be awarded to persons holding a Master's degree in Arts, Science, Commerce of the Calicut University or any other examination recognised as equivalent thereto with a second class with not less than fifty percent of the aggregate marks in the said examination or have put in three years of teaching experience in a college affiliated to one of the Universities in Kerala State after undergoing a regular course of study in the Department of Education of this University or any other Centre recognised by the University for that purpose, for a period of one academic year and after passing the qualifying examination held for the purpose, subject to the Regulations that may be framed by the Academic Council.

## **5. Degree of Doctor of Philosophy**

(1) The degree of Doctor of Philosophy (Ph. D.) in the Faculty of Education may be awarded, as prescribed hereunder, to persons holding the degree of Masters of Education of this University or of another recognised

University, on the results of research work extending over a period of not less than two years after qualifying for the Master's Degree, as embodied in a thesis relating to subjects coming within the purview of the faculty. The research shall be undertaken under the guidance of a supervising teacher in an institution of this University or of another University or an Institute approved by the Syndicate.

(2) A candidate shall be required to register himself as a research student and as a candidate for the degree of Doctor of Philosophy before the commencement of his course of research.

(3) The application for registration as a research student and as a candidate for the Ph. D. Degree shall be made to the Registrar on or before the 15th January or 15th July of every year in the prescribed form, and shall be accompanied by:—

- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;
- (b) the written consent of a teacher of the University or other supervisor recognised for the purpose by the Syndicate, agreeing to supervise the work of the applicant; and
- (c) a Registration fee as prescribed in the Ordinances.

(4) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided, however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if outside Kerala) for the purpose of any particular course of research.

(5) There shall be a preliminary qualifying examination for full time research students at the end of nine months and for part-time students at the end of one year which may be extended by three months with the permission of the Syndicate.

The full time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.



(7) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the ward of any degree, diploma, associateship, fellowship, or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(8) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate may be required to undergo, at the direction of the Examiners, an oral and or practical test on the subject of the thesis.

(9) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(10) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

(11) The thesis, whether approved or not shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit to impose.

## CHAPTER 13

### FACULTY OF LAW

#### 1. Degree

The Degree in the Faculty of Law shall be:—

Bachelor of Laws LL.B.

#### 2. Degree of Bachelor of Laws (Three Year Course)

No candidate shall be eligible for the Degree of Bachelor of Laws (LL.B.) unless he has taken a Degree of this University or a Degree of another University accepted by the University as equivalent thereto, and has undergone for a period of three years the prescribed course of study in a college maintained by or affiliated to this University and passed the prescribed examinations:

Provided that candidates who have qualified for the B.L. Degree of this University but have not taken the B.L. Degree shall be admitted to the LL.B. Degree.

## CHAPTER 19

### FACULTY OF AYURVEDA

#### Degree

The Degree in the Faculty of Ayurveda shall be:—

Bachelor of Ayurvedic Medicine (B.A.M.)

*Bachelor of Ayurvedic Medicine.*—(1) Candidates for the Degree of Bachelor of Ayurvedic Medicine (B.A.M.) shall be required to have passed the Pre-Degree Examination of this University or any other examination accepted by the University as equivalent thereto, and have subsequently pursued the prescribed course of study in a College of Ayurvedic Medicine of this University for a period of not less than five years and passed the prescribed examinations and thereafter undergone six months internship in a hospital recognised by the Syndicate.

(2) The University may also grant a Diploma in Ayurvedic Medicine if it deems it necessary.

## CHAPTER 20

### THE FACULTY OF JOURNALISM

The University may conduct such courses and confer such degrees, as it may, from time to time decide.

## CHAPTER 21

### AFFILIATION OF COLLEGES

#### **Procedure to be adopted in granting affiliation of new College and in new courses**

1. *Date of application.*—Applications for affiliation of a college or for affiliation in additional subjects shall be addressed to the Registrar, and shall be forwarded to him not later than the 31st of October preceding the academic year in which the courses are proposed to be started.

2. *Form of application.*—An application for affiliation of a new college shall be furnished in Form 2.

3. *Application for additional affiliation etc.*—The application for affiliation in additional subjects or for upgrading a college shall be made in Form 3. Application for starting post-graduate courses and for seeking of additional seats in existing courses shall respectively be made in Form 4 or 5 as the case may be.

4. *Application to be made by whom.*—The applications for affiliation shall be made in the case of Government Colleges by the Head of the Department and in the case of Private Colleges by the Educational Agency.

5. *Application Fee.*—The college shall pay to the University an application fee calculated at the rate of Rs. 150 (Rupees one hundred and fifty) for each member of the Board of Inspection appointed by the Syndicate.

**Procedure to be adopted by the Syndicate on receipt of application for affiliation etc.**

6. *Power of the Syndicate to grant affiliation etc.*—(1) All applications seeking affiliation shall be considered by the Syndicate not later than the month of December.

(2) The Syndicate shall have power to affiliate any college within the territorial jurisdiction of the University preparing students for degrees, titles or diplomas of the University which satisfy the conditions prescribed in the laws of the University.

7. *Procedure on receipt of application.*—The Syndicate may call for any further information which it may deem necessary before proceeding with an application, or may advise the management that the application is premature or may decline to proceed with the application if it is satisfied that the arrangements made or likely to be made before the beginning of an academic year in which the courses are to be started or the conduct of the courses are not sufficient or suitable, or if the College has failed to observe the conditions laid down in respect of any previous affiliation.

8. *Local Enquiry.*—If the Syndicate decides to proceed with the application, it shall direct a local enquiry to be made by a competent person or persons appointed by it in this behalf provided that it shall be competent for the Syndicate to dispense with the enquiry above mentioned in the case of any subject or group of subjects in which it does not, for special reasons to be recorded, consider a local enquiry necessary.

9. *Grant of Affiliation.*—(a) The University may appoint a Commission to inspect the proposed site of a new college/or to make a physical verification of the facilities that may exist for starting the new college/course, if the application is considered favourably by the University. The Commission will inspect the suitability of the proposed site, verify the title deeds as regards the proprietary right of the Management over the land (and buildings, if any) offered, building accommodation provided if any, assets of the Management, constitution of the registered body and all other relevant matters. Further action on the application shall be taken on receipt of the report of this commission.

(b) The grant of affiliation shall depend upon the fulfilment by the Management of all the conditions that are specified here or that may be specified later, for the satisfactory establishment and maintenance of the

proposed institution/courses of studies and on the reports of inspection by the Commission or Commissions which the University may appoint for the purpose.

(c) Unless all the conditions are fulfilled, before the commencement of the academic year, no new college/or additional courses shall be permitted to be started during that year.

(d) Educational agency/Management, the Principal or any other person or persons on their behalf shall neither demand nor accept donations from candidates for appointment to the staff and from students for admission to the college.

(e) The Management shall be prepared to abide by such conditions and instructions as regards staff, equipment, library, reading room, playgrounds, hostels, etc., as the University may, from time to time impose or issue in relation to the college.

(f) The Educational Agency/Management shall give an undertaking to the University to carry out faithfully, the provisions of the University Act, Statutes, Ordinances, and Regulations and the directions issued by the University from time to time, in so far as they are related to the college. The undertaking shall be endorsed by the Principal of the college.

(g) After considering the report of the local enquiry, if any, and after making such further enquiry as it may deem necessary, the Syndicate shall decide after considering the report of the local enquiry and also after ascertaining the views of the Government, whether the affiliation be granted or refused, either in whole or in part. In case the affiliation is granted, the fact shall be reported to the Senate at its next meeting.

10. *Separate affiliation.*—Affiliation may be granted to a college or to departments of a college which provides courses of instruction in Arts, Science, Oriental Studies, Fine Arts, Commerce, Engineering & Technology, Medicine, Ayurveda, Law, Education or in such other Faculties as the University may, from time to time prescribe. The affiliation shall be granted separately for each subject or each group of subjects, and for each separate standard.

11. *Combination of Optional Subjects.*—Where a college is affiliated in a number of optional subjects, the college shall be at liberty to provide instruction in combinations of them approved by the Faculty.

12. *Conditional affiliation.*—The affiliation granted may be provisional. If provisional affiliation is granted for a fixed period, the length of the period and the conditions to be fulfilled by the college before the expiry of the period shall be specified in the order of the Syndicate granting the affiliation. If the conditions are not fulfilled by the end of the period fixed, the affiliation shall cease automatically. If the conditions are fulfilled, the Syndicate shall have the power to confirm the affiliation at the end of the period. The confirmation of the affiliation shall be reported to the Senate.

13. *Withdrawal of Application.*—Application for affiliation may be withdrawn at any time before an order has been passed on the application. But the application fee once paid shall not be refunded.

14. *Withdrawal or suspension of affiliation.*—The Syndicate shall have the power at any time after due enquiry to withdraw or suspend for a definite period the affiliation granted to a college, provided that before taking such action the Syndicate shall inform the management of the College concerned of the findings after the enquiry and shall allow it an opportunity of making such representations as it may deem fit and shall record its opinion on the representation so made. The report of the enquiry, the representation made by the Management, if any, and the decision of the Syndicate thereon shall be placed before the Senate.

15. *Suspension of instruction in courses or subjects.*—(a) It shall be open to a college to suspend for want of students with prior approval of the Syndicate, for a total period not exceeding one academic year, instruction in any subject or course of study in which the College is affiliated. At the end of the period of suspension, work may be resumed after intimating the Syndicate.

(b) No course of study shall be abolished in any College without the prior approval of the Syndicate.

16. *Privileges of Affiliated Colleges.*—Every College affiliated to the University shall be entitled to prepare and present students, in accordance with the laws of the University for the examination of the University in the subjects of study for which the College is affiliated to the University.

17. *Privileges of Staff and Students.*—Students and members of the staff of every college affiliated to the University shall be eligible for membership of the University Library, the University Athletic Club and other such institutions, subject to the rules governing these institutions.

18. *Grant-in-aid.*—Funds placed at the disposal of the University by the Central or State Government or the University Grants Commission or other agencies for grant-in-aid to affiliated colleges and other institutions shall be administered by the Syndicate in accordance with the rules framed in this behalf.

19. *Conditions to be satisfied by affiliated Colleges.*—(a) Every College affiliated to the University shall comply with and duly observe the provisions in the laws of the University in so far as they are applicable to the College.

(b) All changes in the membership of the Governing Body or the Managing Council and all appointments, transfer, promotions, demotions or dismissals of teachers of the Colleges with name, qualification and designation shall forthwith be reported to the Syndicate.

(c) No student shall be admitted to any course of instruction in the college in anticipation of affiliation.

20. *College Council.*—(a) Every college, shall have a duly constituted College Council properly representative of the teaching staff to advise the Principal in the internal affairs of the College. It shall consist of all heads of departments or lecturers in charge of the department including the department of Physical Education and not less than two members of the teaching staff elected by the members of the teaching staff, other than heads of departments from among themselves.

(b) The College Council shall meet at least once in three months and the minutes of the meetings shall be recorded.

(c) If the Principal over-rules the decision of the College Council, it shall be reported to the Vice-Chancellor.

21. *Principal's Responsibilities.*—In every college, the Principal shall be the head of the college and shall be responsible for the internal management and administration of the college. In the absence of the Principal, the senior-most Professor or in his absence the senior-most Lecturer of the College shall be in charge of the duties of the Principal. No person shall be appointed as Principal who does not possess the qualifications and experience prescribed by the Regulations.

22. *Financial Stability.*—Every college shall satisfy the Syndicate that adequate financial provision is available for its continued and efficient maintenance either in the form of an endowment or in the form of bonafide financial security.

23. *Financial guarantee.*—(a) *For Junior Colleges.*—An amount of Rupees one lakh in cash or approved securities and or properties yielding a guaranteed income of Rs. 5,000 per annum should be furnished as financial guarantee.

(b) *For Degree Colleges.*—An amount of Rupee one and a half lakhs in the case of Women's Colleges and Rupees three lakhs in the case of other colleges shall be furnished as financial guarantee, in the form of approved securities and/or properties yielding a guaranteed income of Rs. 7,500 in the case of Women's colleges and Rs. 15,000 in the case of other colleges.

(c) *Oriental Colleges.*—In the case of Oriental colleges the financial guarantee may be fixed at Rs. 30,000 with a guaranteed income of Rs. 1,500 from properties.

*Explanation.*—For the purpose of this Statute, the expression "approved securities" shall have the meaning assigned to it in clause (a) of Section 5 of the Banking Regulation Act, 1949 (Central Act 10 of 1949).

(d) Where the financial guarantee is furnished as cash deposit, the University may permit a portion of this money to be invested for construction of Hostels for the students of the College or for staff quarters, which will yield the prescribed annual income.



24. *Mode of furnishing the financial guarantee.*—The financial guarantee may be furnished in any one or more of the following forms:

- (a) Cash deposits.
- (b) Fixed deposit in the State Bank of India or in any one of the subsidiaries of the State Bank of India or in any of the fourteen nationalised banks specified in the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (Central Act 5 of 1970), the receipt being endorsed in the name of the Finance Officer of the University.
- (c) Government securities as defined in the Indian Securities Act, 1920 (Central Act X of 1920).
- (d) Savings certificates, National, Postal or Defence Bonds etc. endorsed in the name of the Finance Officer of the University.
- (e) Mortgage the title deed of immovable property other than the college site building, hostel sites and hostels where such mortgage is permitted under any law for the time being in force.

*Note.*—Any form of financial guarantee already given by the Educational Agency/Management of the College will not be released in lieu of the mortgage of immovable property permitted under this clause.

- (f) Where the financial guarantee is furnished as cash deposit, the University may permit a portion of this money to be invested for the construction of hostels for the students of the college or for staff quarter which will yield the prescribed annual income.

25. *Requirements of space for a college.*—A minimum of 25 acres for Arts and Science Colleges and 3 acres for Oriental Colleges of usable land without any encumbrance shall be available exclusively for the purpose of the college. The Educational Agency or such other authority which proposes to run the college shall have exclusive proprietary rights over the land and any building thereon set apart for running the college. Documents to prove the title for the entire land required for the college shall be made available to the University for verification whenever demanded.

26. *Matters to be complied with for seeking affiliation.*—(1) Every college shall satisfy the Syndicate on the following aspects:—

- (i) that the college if started will supply a need of the locality, having regard to the type of education intended to be provided by the college, the facilities existing for the same type of education in the neighbourhood and the suitability of the locality;
- (ii) the suitability and adequacy of the buildings, libraries, laboratories and other equipments;
- (iii) the character, qualifications and adequacy of the teaching staff and the conditions of their service;

(iv) the buildings in which the college is to be located are suitable and that provision will be made in conformity with the laws of the University for the residence in the college or in lodgings approved by the college, if students not residing with their parents or guardian and for the supervision and welfare of students;

(v) Such other matters as are essential for the maintenance of the tone and standard of University education.

(2) In regard to the matters referred to in clause (1), the Syndicate shall be guided by the reports of Inspection Commissions and by the rules which may be prescribed by it.

27. *Proportion of teachers to students.*—The proportion of teachers to students shall be in accordance with the work load fixed by the University.

28. *Facilities for women students.*—In every college in which both men and women students are admitted, separate reading and tiffin rooms and other necessary conveniences shall be provided for the women students.

29. *Residence of students.*—Every college shall make adequate provision for the residence of its students not residing with their parents or duly recognised guardians. Such provision shall be in the form of hostels managed by the college and recognised by the Syndicate or approved hostels.

30. *Residence of Teachers.*—Every college shall provide for the residence of the Principal and for at least a few of the members of the teaching staff either in or close to the college campus.

31. *Accommodation, equipment and strength of students.*—(a) Admission of students to every college shall be subject to the conditions prescribed by the University, and the strength of each class or subject shall not exceed the maximum for the class or subject sanctioned by the Syndicate.

(b) The maximum number of students that shall be permitted to be admitted in the first year of starting a Junior college shall be 320 (that is, four batches of eighty each); and the overall strength of a Junior college shall not exceed 960 at any time.

(c) When a junior college is upgraded, sanction will be given upto five main subjects of which at least two shall be arts subjects and one Mathematics.

(d) The initial maximum student strength in main subjects when degree courses are started shall be as follows:—

Languages—24, Arts subjects—40 and Science subjects—24. No increase in strength or additional courses shall be permitted until the first batch has been presented for the University examination. When the courses become stabilised, the student strength for main subjects may be increased to:

Languages—40, Arts subjects—60, Science subjects, Mathematics, Physics and Chemistry—48 each, other Science subjects—36 each.

(e) Not more than four post-graduate courses will be normally allowed in a college. The maximum student strength for post-graduate classes will be

Arts and Languages	
(including Mathematics)	15 to 20
Science subjects	12

(f) The overall strength of a degree college shall not ordinarily exceed 1500. Existing colleges with strength exceeding 1500 will be granted new courses only if they agree not to exceed the existing overall strength.

(g) Accommodation to be provided by a college may be calculated on the basis of the norms prescribed herein regarding strength and space.

(h) Each student in the pre-degree classes shall be allotted Lecture hall space of 1 sl.mr. and (if he is a Science student) Laboratory space of 3 Sq.M. for each laboratory. In the case of Degree students the above shall be 1.2 Sq. Mr. and 4 Sq. M. respectively.

(i) Apart from the above, sufficient space shall be available for the Office, Library, Reading room, Principal's room, Professor's room, Departmental staff room, Staff common room, Common rooms for both men and women students and Tiffin Rooms for students.

(j) The Library and Reading room together should have an area not less than 400 Sq. M. and shall provide facilities for reading and study.

(k) There shall be separate laboratories for Main students and for subsidiary-cum-Pre-degree students.

(l) Accommodation on the above basis of floor space should be provided to the satisfaction of the University in permanent buildings, before the beginning of the classes. Even if permanent buildings for housing the whole college is not ready by the beginning of the Academic year, permanent buildings for laboratories shall be ready and the laboratories shall be furnished and fully equipped before starting the course.

(m) The class rooms including library shall be furnished with good desks and benches or chairs.

(n) Lists of equipments for laboratories and books and periodicals for the library (both Sectional and General) will be furnished separately.

(o) *Library Books.*—At the degree level, there shall be a minimum of 400 to 500 standard books in each of the main Science subjects, 500-600 in Arts subjects; about 2000 volumes in English, 1500 in Malayalam, 1000 in Hindi and about 400 to 500 books in other languages to start with. For the Junior college, there shall be a minimum of 200 to 300 books in each optional subject for the Arts Section and 100 to 200 for each subject in the Science

Section, about 1500 books in English including a sizeable number of books with controlled vocabulary for beginners in English, about 1000 books in Malayalam and about 200 to 300 books in other languages.

A reference section shall be organised consisting of reference books and one copy each of all the books recommended. Adequate provision should be made both on capital account and on a recurring basis for developing the library.

The list of periodicals in each subject to be subscribed for shall be finalised with the approval of the Subjects Inspection Commission.

The list of books showing separately additions made for starting the Degree course shall be made available.

The Library shall be attractively furnished.

(p) All the laboratories and class rooms and the library shall be fully equipped and furnished so as to enable regular classes being started from the beginning of the first year of the course.

### **32. Facilities for games etc.**

Every College shall provide adequate and suitable facilities for games and physical exercises and shall make adequate arrangements for the physical training of its students and shall have on its staff a trained Physical Director possessing the qualifications prescribed by the Regulations.

### **33. N. C. C. or N. S. C. or N. S. O. or N. S. S. etc.**

Every college shall provide facilities for the organisation of the National Cadet Corps; National Students Council, National Students Organisation or National Service Scheme.

### **34. Medical Inspection**

Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Ordinances in order to conduct the medical inspection of students of the college.

### **35. Conditions for admission of students**

Admission of students to every college shall be subject to the conditions prescribed by the University, and the strength of each class or subject shall not exceed the maximum for the class or subject sanctioned by the Syndicate.

### **36. Maintenance of Discipline**

Every college shall satisfy the Syndicate that proper discipline is maintained in the college and hostels.

### 37. **Tuition and other fees**

Every private college may charge students such tuition fee and such other annual fees as may be fixed by the Ordinances.

### 38. **Vacations and Holidays**

Every college shall have vacations/holidays as prescribed by the Ordinances.

### 39. **Attendance at classes in religion**

Every college shall satisfy the Syndicate that no student of the college is compelled to attend any class or discourse on a particular religion.

### 40. **Inspection of Colleges**

Every college shall be subject to inspection from time to time by one or more persons appointed by the Vice-Chancellor or the Syndicate or by the Board of Inspection constituted under clause (vi) of Section 23 and the report of such inspection shall be forwarded to the Principal of the College concerned and his explanation called for before any action is taken on it. The Syndicate may, after considering the explanation, if any, issue to the College such instructions as it may deem fit, and the College shall, within such period as may be fixed, take such action as the Syndicate may specify.

### 41. **Maintenance of Registers and Records**

Every college shall maintain the following registers and records in forms that may be prescribed by the Syndicate:—

- (a) A register of admissions and withdrawals;
- (b) A register of attendance;
- (c) A register of attendance at physical training;
- (d) A register or other record of addresses of students;
- (e) A register of the members of the staff showing their qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught;
- (f) A register of fees paid, showing dates of payment;
- (g) A counterfoil fee-receipt book;
- (h) A register of scholarships, prizes and concessions of all kinds whether of tuition, boarding or lodging showing the dates of receipt of the amounts of scholarships, prizes or grants and the dates of disbursement duly attested by the parties concerned;
- (i) A counterfoil book of transfer certificate;
- (j) A counterfoil book of certificates of medical inspection of students;

(k) A register of marks obtained by each student at the college examinations;

(l) Account books showing the financial transactions of the colleges as separate from those of the management. The accounts shall show the transactions;

(m) Aquittance roll of the members of the staff of the college; and

(n) A register of marks secured by each student at the qualifying examination on the basis of which admission is given;

(o) Such other Registers as may be prescribed by the Syndicate.

#### 42. **Inspection of Registers**

The Registers and records shall be subject to inspection by the members of the Board of Inspection or any officer authorised in this behalf by the Vice-Chancellor or the Syndicate.

#### 43. **Additional affiliation**

When a college desires to institute additional courses or subjects of instruction, including courses of a higher standard, an application for permission to institute additional courses shall be made to the Syndicate in the prescribed manner, and every college shall obtain the prior approval of the Syndicate before starting the course.

#### 44. **Exemption of Government colleges from certain provisions**

The University, may, in public interest, exempt colleges run by the Government from the requirements of financial guarantee, procedure for selection and appointment of staff and the provision regarding the Board of Management.

#### **Additional Provisions for Post-Graduate Course**

45. *Conditions for obtaining permission to provide instruction in Post-Graduate Courses of Study.*—For the purpose of obtaining permission to provide instruction in Post-Graduate courses of study, an affiliated college shall satisfy the following conditions, namely:—

(a) that there are adequate financial resources for the continued maintenance and efficient working of the Post-Graduate section or sections of the college;

(b) that there is or shall be provided suitable and adequate accommodation for students, staff, library, laboratories, museums, scientific equipment and other technical appliances which may be necessary for the purpose of providing Post-Graduate instruction and research in respect of which permission is applied for;



(c) that adequate provision has been or shall be made for a library properly equipped for the Post-Graduate Courses of study sought to be undertaken by the college;

(d) that, where Post-Graduate instructions is sought to be imparted in any branch of experimental science, arrangements have been or shall be made in conformity with the Regulations for imparting such instruction in a properly equipped laboratory or museum;

(e) that necessary arrangements have been or shall be made for the conduct of lecturers, tutorials and practical and other means of imparting instruction in the intended Post-Graduate Course of study; and

(f) that such other conditions or directions as the Syndicate may, from time to time, lay down for the maintenance of the standard of Post-Graduate study shall be fulfilled.

## CHAPTER 22

### GOVERNING BODIES FOR PRIVATE COLLEGES UNDER UNITARY MANAGEMENT

#### 1. **Constitution of Governing body for Private Colleges under Unitary Management**

(1) A Unitary Management shall constitute a Governing Body consisting of the members specified in section 52 of the Act for giving advice on all matters relating to the administration of the college under that Management.

(2) One of the six persons nominated by the Unitary Management shall be the Treasurer.

(3) The names of all persons elected or nominated as members of the Governing Body shall be reported by the Chairman of the Governing Body to the University.

(4) The quorum for a meeting of the Governing Body shall be seven.

#### 2. **Nomination of a person by the University**

The Syndicate of the University shall nominate a member of the Senate or the Syndicate or the Academic Council as a member of the Governing Body of a Private College to represent the University.

#### 3. **Election of a permanent teacher to the Governing Body**

The Principal of the private college shall prepare a list of all the permanent teachers of the private college which shall be published not less than ten days before the date of the election. Any person aggrieved by any

omission from the list of his name may represent to the Principal to rectify the omission. The Principal, if satisfied, that the omission was not justified, shall include his name in the list before the date of the election. The Principal may also include the name of any permanent teacher inadvertently omitted from the list originally published. The Principal shall convene a meeting for the purpose of election of a permanent teacher to the Governing Body on a date to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the Principal and the election shall be held at the meeting by secret ballot. The person securing maximum vote shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected, the final election shall be made by drawing lot.

#### **4. Election of a person by the permanent members of the non-teaching staff of the Private College**

The Principal of every private college under a Unitary Management shall prepare a list of all the permanent members of the non-teaching staff of the private college which shall be published not less than ten days before the date of election. Any person aggrieved by any omission from the list of his name may represent to the Principal to rectify the omission. The Principal if satisfied that the omission was not justified, shall include his name in the list before the date of election. The Principal may also include the name of any permanent member of the non-teaching staff inadvertently omitted from the list originally published. The Principal shall convene a meeting for the purpose of election of a permanent member of the non-teaching staff to the Governing Body on a date to be fixed by him with due notice thereof to the permanent members of the non-teaching staff. The meeting shall be presided over by the Principal and the election shall be held at that meeting by secret ballot. The person securing the maximum vote shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected, the final election shall be made by drawing lot.

#### **5. Election Dispute**

All disputes about the election or nomination of the members of the Governing Body shall be referred to the Vice-Chancellor and his decision thereon shall be final.

#### **6. Election by virtue of office**

A person nominated or elected to the Governing Body in his capacity as a member of the Senate or the Syndicate or the Academic Council or as a permanent teacher of the private college or as a permanent member of the non-teaching staff as the case may be, shall cease to be a member of the Governing Body as soon as he ceases to be a member of the Senate or the Syndicate or the Academic Council or a permanent teacher of the private college or permanent member of non-teaching staff as the case may be.

### **7. Disqualification**

No person shall be elected or nominated as or continue to be a member of the Governing Body who is or becomes of unsound mind or is declared insolvent or is convicted of an offence involving moral delinquency.

### **8. Rules regarding the working of the Governing Body**

The Unitary Management shall frame rules for the conduct of meeting of the Governing Body consistent with the provisions of the Act. Such rules shall be approved by the University.

The first Governing Body shall be constituted within six months from the date of commencement of these Statutes.

## **CHAPTER 23**

### **MANAGING COUNCILS FOR PRIVATE COLLEGES UNDER CORPORATE MANAGEMENT**

#### **1. Constitution of Managing Council for Private College under Corporate Management**

A Corporate Management shall constitute a Managing Council consisting of the members specified in section 53 of the Act for giving advice on all matters relating to the administration of all colleges under its management.

(2) One of the persons nominated by the Corporate Management shall be the Treasurer.

(3) The names of all persons elected or nominated as members of the Managing Council shall be reported by the Secretary of the Managing Council to the University.

(4) The quorum for a meeting of the Managing Council shall be twelve.

#### **2. Nomination of a person by the University**

The Syndicate of the University shall nominate a member of the Senate or the Syndicate or the Academic Council as a member of the Managing Council of the private college under a corporate management to represent the University.

#### **3. Election of two permanent teachers to the Managing Council**

The manager of the private colleges under a corporate management shall prepare a list of all the permanent teachers of the private colleges under the corporate management which shall be published not less than 10 days prior to the date of the election. Any teacher aggrieved by any omission from the list of his name may represent to the manager to rectify the omission.

The Manager, shall, if satisfied, that the omission was not justified, include his name in the list before the date of the election. The Manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The Manager shall convene a meeting for the purpose of the election of two permanent teachers to the Managing Council on a day to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The two persons securing the highest number of votes shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected, the final election shall be made by drawing of lot.

#### **4. Procedure for appointment of a Principal to the Managing Council**

The educational agency shall prepare a list of all the Principals of the Colleges under the corporate management in the order of seniority. The seniormost Principal in the list shall be appointed to the Managing Council for full term. In case the seniormost Principal is unwilling to be appointed as a member of the Managing Council the Principal next in rank in the order of seniority shall be appointed as Member of the Managing Council. Such appointment by rotation of all the Principals shall continue until the list is exhausted. A Principal who has not been appointed as a member due to his unwillingness shall not be considered for appointment in future until his next turn comes after the whole list is exhausted.

#### **5. Election of one person by the permanent members of the non-teaching staff of all the private colleges**

The Manager of the Private Colleges under a Corporate Management shall prepare a list of all the permanent members of the non-teaching staff of the private colleges under the Corporate Management which shall be published not less than ten days prior to the date of the election. Any member aggrieved by any omission from the list of his name may represent to the Manager to rectify the omission. The Manager shall, if satisfied that the omission was not justified, include his name in the list before the date of the election. The Manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The Manager shall convene a meeting for the purpose of the election of one permanent member of the non-teaching staff to the Managing Council on a day to be fixed by him with due notice thereof to the permanent members of the non-teaching staff. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The person securing the highest number of votes shall be declared as elected.

#### **6. Election dispute**

All disputes about the election, nomination or appointment of the members of the Managing Council shall be referred to the Vice-Chancellor and his decision thereon shall be final.

### 7. **Election by virtue of Office**

A person nominated or elected or appointed to the Managing Council in his capacity as a member of the Senate or the Syndicate or the Academic Council or as a permanent teacher or as the Principal of a private college as the case may be, shall cease to be a member of the Managing Council as soon as he ceases to be a member of the Senate or the Syndicate or the Academic Council or a permanent teacher or the Principal of a private college under a corporate management.

### 8. **Disqualification**

No person shall be elected, nominated or appointed as or continue to be a member of the Managing Council if he is or becomes of unsound mind or is declared insolvent or is convicted of an offence involving moral delinquency.

### 9. **Rules regarding the working of the Managing Council**

The Corporate Management shall frame rules for the conduct of meetings of the Managing Council consistent with the provisions of the Act. Such rules shall be approved by the University.

### 10. **Constitution of first Managing Council**

The first Managing Council shall be constituted within six months from the date on which these Statutes are brought into force.

## CHAPTER 24

## RECOGNITION OF RESEARCH CENTRES

### 1. **Institutions to be recognised**

It shall be competent for the Syndicate to recognise any institution engaged in research or specialised studies as a recognised institution in accordance with the following provisions.

### 2. **Standard of the Institution**

An Institution seeking recognition of the University shall conform to the standard aims, and objectives of the University and its programmes of teaching and research.

### 3. **Application**

(1) An institution seeking recognition shall submit to the Registrar an application in a form approved by the Syndicate for the purpose.

(2) The application shall contain the following particulars:—

- (a) the name of the institution and its location;
- (b) the date of its establishment;

- (c) a statement of its aims and objectives;
- (d) a statement of its financial resources together with the sources of its income;
- (e) a general inventory of its properties and materials in terms of which its programmes are carried out, such as books, library, equipment, exhibition materials and similar other materials;
- (f) the number and qualifications of the members of staff engaged in educational functions of the institutions in respect of which the recognition is sought for;
- (g) whether recognition is sought for the institution as a whole or for some part of its activities or programme and if for the latter, what part of its activities or its programme;
- (h) the constitution, organisation and other particulars of and regarding the Governing Body of the institution; and
- (i) such other information as may be pertinent to or helpful in determining whether recognition should be granted or not.

#### **4. Enquiry and grant of recognition to institution**

(1) When an application for recognition of any institution, complies with all the requirements specified in Statute 3 and the Syndicate considers it fit to do so, it may, after considering the views of the Academic Council call for such further information as it may deem necessary from the applicant and appoint a Committee for making an inspection if deemed necessary into all matters relevant to the application by visiting the institution and conferring with its officers or other individuals possessing the relevant information concerning the institution.

(2) If upon receipt of the further information and the enquiry report, if any referred to above, the Syndicate thinks fit so to do, it may, by order, grant, subject to the provisions of these Statutes, the application either wholly or in part, on such terms and conditions and for such period as may be specified in the order granting the recognition.

#### **5. Inspection of recognised institutions**

On the recommendation of the Academic Council, the Syndicate may from time to time, cause an inspection to be made of a recognised institution by such person or persons as it may authorise in this behalf.

#### **6. Withdrawal of recognition from institutions**

If at any time the Syndicate is satisfied, either on receipt of a report of inspection referred to in Statute 5 or otherwise that any of the terms and conditions imposed on a recognised institution at the time of granting recognition to it is not fulfilled or complied with or that the institution is otherwise unfit to be continued as a recognised institution, the Syndicate may by order, withdraw recognition from such institution:



Provided that before making such order of withdrawal of recognition, the Syndicate shall by notice afford the institution concerned an opportunity of making its representation, if any within 30 days from the date of receipt of the notice and shall record its opinion on any representation so made.

## CHAPTER 25

### BOARD FOR ADJUDICATION OF STUDENTS' GRIEVANCES

#### 1. Constitution

There shall be constituted a Board to entertain, adjudicate and redress any grievance of the students of colleges who may for any reason be aggrieved otherwise than by an act of the Court.

#### 2. Members

The Board shall consist of—

- (a) the Vice-Chancellor as Chairman;
- (b) the Dean of Student Affairs;
- (c) three members of whom one shall be a Principal of a College nominated by the Vice-Chancellor from among the members of the Senate;
- (d) the Chairman of the University Students' Union, if any;
- (e) two Speakers of the College Unions nominated by the Vice-Chancellor;
- (f) two members of whom one shall be a Principal of a college nominated by the Vice-Chancellor from among the members of the Academic Council;
- (g) Registrar.

#### 3. Term

The term of a member of the Board shall be four years from the date of his appointment:

Provided that the term of the Chairman of the Students Union and two Speakers of the College Union shall be one year.

#### 4. Casual Vacancies

Casual vacancies shall be filled up in the same manner as the place that fell vacant was originally filled.

#### 5. Admission of Complaint

Complaints shall ordinarily be sent to the Chairman through the University Union or the Principal of the college concerned. As soon as the Chairman

receives any complaint seeking redressal of any grievance of the students of colleges he shall conduct a preliminary enquiry and if he finds it necessary he shall place it before the Board. The Board shall then decide whether the complaint shall be entertained or not.

## **6. Procedure of the Board**

After the Board has decided that a complaint filed before it should be entertained, it shall commence the enquiry at appointed time and place or on such other date to which the enquiry may be adjourned. At the enquiry the oral and documentary evidence on behalf of the complainant shall be first adduced and the authorities of the college or University, as the case may be, shall then be given an opportunity to adduce oral and documentary evidence. The complainant as also the authorities of the college or the University shall be allowed to file any supplementary statement in support of their case. The Board, may at any stage of the examination of the witnesses put questions to them. After all the evidence is recorded, the Board, may, if necessary, allow the parties concerned to argue their case before the Board. After all the evidence and arguments have been heard, the Board shall record its findings in respect of the complaint. The findings of the Board shall then be forwarded to the Syndicate by the Chairman of the Board for appropriate action.

## **CHAPTER 26**

### **INTER-COLLEGIATE TEACHING AND UNIVERSITY LECTURES**

#### **1. Inter-Collegiate Teaching**

The Syndicate may, in consultation with the Principals of concerned Colleges, sanction the making of inter-collegiate arrangement for teaching in post-graduate level in these colleges.

#### **2. Arrangement for Lectures**

The Syndicate may arrange courses of lectures to be delivered by the Teachers of the University and the affiliated colleges on subjects which form part of courses of instruction to be undertaken in any college affiliated in such subject or group of subjects.

#### **3. Lectures by eminent persons**

The Syndicate shall have power, to make from time to time, arrangements for lectures or courses of lectures by eminent persons on such subjects as the Syndicate, may, from time to time decide.

#### 4. Attendance

Attendance of students at courses of lectures under Statutes 1 to 3 for the purpose of attendance certificates shall be deemed to be attendance put in at similar courses of lectures in the colleges to which they belong.

### CHAPTER 27

#### RECOGNITION OF HOSTELS

(1) The Vice-Chancellor may recognise a Hostel as such on application made in that behalf by the person or persons maintaining or managing such Hostels. If the Vice-Chancellor is satisfied that the maintenance and management of the hostel is in conformity with the provisions of the Ordinances with regard to the standards of maintenance and management of hostels, he shall accord recognition to such a hostel.

(2) If the Vice-Chancellor on enquiry is satisfied that the hostel recognised under statute 1 is not run in the best interests of the students and that there is persistent complaint about the running of the hostel, the Vice-Chancellor may, after giving a reasonable opportunity of being heard to the persons concerned, withdraw such recognition.

### CHAPTER 28

#### AWARD OF DEGREES (OTHER THAN HONORARY DEGREES)

##### 1. Procedure for awarding degrees

Degrees other than Honorary degrees shall be awarded to all candidates eligible to receive them by a resolution of the Senate, in the meeting subsequent to the declaration of results of candidates who have been declared to have passed the concerned examinations. The Controller of Examinations will maintain the record of degrees awarded which will be signed by the Vice-Chancellor. The diplomas of candidates shall be sent by post, on application, in the prescribed form, with the prescribed fee, remitted in the prescribed manner.

##### 2. Validity of Diplomas

The diplomas of the University shall be valid only if they bear the seal of the University and are signed by the Vice-Chancellor.

##### 3. Fee for a degree

A candidate applying for a degree shall pay such fee as may be prescribed from time to time by the Syndicate.

#### **4. Date of application**

Candidates for degrees must submit to the Registrar their applications for admission to the degrees before such date and in such manner as may be specified.

#### **5. Admission to the same degree for a second time not admissible**

No candidate who has already proceeded to a degree and has been awarded his diploma, shall be awarded the same degree for a second time.

### **CHAPTER 29**

## **PROCEDURE FOR CONFERRING HONORARY DEGREES**

#### **1. Person on whom Honorary Degrees may be conferred**

On the recommendation of the Syndicate, an honorary degree may be conferred on distinguished persons approved by the University who, by reason of their eminent position and attainments or by virtue of their contribution to learning or eminent services to the cause of education, are fit and proper persons to receive such a degree, subject to the condition that such recommendation is accepted by not less than two-thirds of the members present at a meeting of the Senate and is confirmed by the Chancellor:

Provided that it shall be competent for the Chancellor to award honorary degrees in special cases, on the recommendation of the Syndicate alone.

#### **2. Conferment**

Honorary degrees shall be conferred only at a Convocation, and may be taken in person or in absentia.

#### **3. Presentation of persons**

The presentation at the Convocation of person on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or, in his absence, by a member of the Senate, nominated by the Syndicate.

#### **4. Authentication**

The diploma or certificate for an honorary degree shall be signed by the Chancellor.

#### **5. Degrees to be conferred**

The following shall be the degrees to be conferred as Honorary Degrees:—

Doctor of Science	D.Sc.
Doctor of Letters	D.Litt.
Doctor of Laws	LL.D.

## **6. Convocation for Conferring Honorary Degrees**

(1) Convocation of the body corporate of the University for the purpose of conferring Honorary Degrees shall be summoned by the Chancellor at such time and on such dates as the Chancellor, may, appoint for the purpose.

(2) The Chancellor or the Pro-Chancellor or in the absence of both, the Vice-Chancellor, shall preside at the Convocation.

## **7. Notice**

The Registrar shall notify the date of the Convocation at least four weeks before the date fixed for the Convocation.

## **8. Address at Convocations**

The Chancellor may address or appoint an eminent person to address the Convocation.

## **9. Academic Robes**

Officers of the University shall appear for Convocation in the academic robes prescribed for them by the Statutes.

## **10. Preliminary meeting of the Senate**

There shall be a meeting of the Senate, preliminary to the Convocation, at which the graces of the Senate shall be supplicated on behalf of the candidate/candidates for admission to the degree/degrees by the Vice-Chancellor or his nominee.

## **11. Formula for supplication of grace**

.....Chancellor, I move that a grace of the Senate be passed that  
.....be admitted to the degree of....  
.....in recognition of.....

## **12. Passing of grace**

On each motion for the grace of the Senate, the Chancellor shall put the question, 'Doth it please you that this grace is passed' and the Senate assenting, the Chancellor shall say, 'This grace is passed'.

## **13. Procession**

When all the graces have been passed, the Registrar, the members of the Senate and the Syndicate, the Deans of Faculties, the Vice-Chancellor, the Pro-Chancellor and the Chancellor shall proceed in procession to the hall in which the degrees are to be conferred.

#### 14. Procedure

(1) On the procession entering the hall those present in the hall shall rise and remain standing until the Chancellor, the Pro-Chancellor, the Vice-Chancellor and members of the Senate have taken their seats.

(2) After the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the members of the Senate have taken their seats, the Chancellor shall rise and say:

"This convocation of the University of Calicut has been called to confer the degree of..... upon..... in recognition of....."

#### 15. Citation about the candidate

The Vice-Chancellor or any member nominated by the Vice-Chancellor shall then cause the citation to be presented to this Senate before the Convocation about the candidate.

#### 16. Admission to the Degree/Degrees

After the citation, the Chancellor shall say to the candidate/candidates who shall remain standing:

By virtue of the authority vested in me as the Chancellor of the University of Calicut, I admit you to the degree of.....in the University and in token thereof, you have been presented with these degrees.

#### 17. Record of Degrees

After the conferment of the degree/degreess, the Registrar shall lay the record of honorary degrees that have been conferred before the Chancellor who shall sign the same.

#### 18. Address

An address may then be made by the candidate/candidates on whom the degree has been conferred.

#### 19. Dissolution of Convocation

The address being ended or if there is no address after the record has been signed, the Chancellor shall dissolve the convocation by saying "I dissolve the Convocation".

#### 20. Return procession

The convocation being dissolved, the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of Faculties and members of the Syndicate and Senate and the recipient of the degree shall retire in procession and other members present in the hall standing.



## CHAPTER 30

### ACADEMIC ROBES

1. The academic robes for the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Registrar shall be as prescribed below:

(i) *Chancellor*.—A gown of the traditional shape made of scarlet colour Velvet, with three inches of gold lace down the front and round the edge of the sleeves, and the bottom edge. Scarlet Velvet Academic cap, bound round with gold lace three inches wide and with gold tassel.

(ii) *Pro-Chancellor*.—A gown like the Chancellor's but with two inches of gold lace down the front and round the edge of the sleeves, and the bottom edge. Cap the same as for Chancellor but with two inches wide lace.

(iii) *Vice-Chancellor*.—A gown of the same shape as the Chancellor's but made of scarlet silk cloth with three inches of silver lace down the front and round the edge of the sleeves and bottom front. Scarlet velvet Academic cap, bound round with silver lace three inches wide with silver tassel.

(iv) *Pro-Vice-Chancellor*.—A gown and cap like the Vice-Chancellor's but with two inches wide silver lace.

(v) *Registrar*.—Black damask silk gown with black silk lace and silk tufts. Black cloth academic cap with a black silk tassel.

### 2. Academic Robes for honorary degree.

The academic costume for degree awarded *Honoris causa* shall be as prescribed for the same degrees.

### 3. Academic Robes for other University Graduates

Graduates of other Universities may wear the academic costumes which they are entitled to by virtue of their degrees.

## CHAPTER 31

### INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS ETC.

#### 1. Awards

Awards by the University in aid of Post-Graduate research shall be of three kinds.—

- (1) University Research Fellowships;
- (2) Endowed Research Scholarships or Fellowships; and
- (3) Special Grants and Prizes.

## **2. University Research Fellowships**

(1) The University Research Fellowships shall be of three categories:

- (i) Senior Research Fellowships;
- (ii) Special Research Fellowships for teachers; and
- (iii) Junior Research Fellowships.

(2) The number of Fellowships that may be awarded each year shall be decided by the Syndicate from time to time.

(3) The value of Fellowships, minimum qualifications for the award and other terms and conditions shall be such, as may be prescribed in the Ordinances.

## **3. Selection Committee**

The Fellowship shall be awarded by the Syndicate.

## **4. Deputation and grant-in-aid**

The Fellowships shall be tenable only in an institution maintained by the University or in recognised institutions, but in exceptional cases, fellows may be deputed by the Syndicate to work in other institutions in India and/ or abroad. The syndicate may sanction grant-in-aid to supplement the emoluments of a Fellow to work outside the State.

## **5. Suspension or cancellation**

The Syndicate may suspend or cancel a Fellowship at any time on account of misconduct or unsatisfactory progress and may require the holders to refund the whole or part of the stipend drawn. The decision of the Syndicate shall be final.

## **6. No award if no deserving candidate**

The Syndicate may decline to award a Fellowship in any year, if, in its opinion, there are no deserving candidates.

## **7. Vacancies**

Casual or other vacancies during the course of the academic year among Fellows may not be filled up by a fresh award. But a vacant Senior Fellowship may, however be awarded to a Junior Fellow, who is otherwise eligible.

## **8. Endowed Research Scholarships and Fellowships**

The award of endowed Scholarships and Fellowships shall be made according to the terms of each endowment and these statutes for the award of

University Research Fellowship which are not repugnant to the terms of the endowment shall *mutatis mutandis* apply to such research scholarships and Fellowships.

**9. Special Grants and Prizes in aid of Research**

Grants-in-aid to cover expenses in connection with research or for the publication of research work may be given at the discretion of the Syndicate to persons who are not full-time research Scholars or Fellows.

**10. Consultation of Dean**

The award of such grants-in-aid shall be made in consultation with the Dean of the Faculty concerned.

**11. Condition of Bond**

The Syndicate may require the recipient of the grant-in-aid to enter into a bond with the University, the terms of which may be settled by the Syndicate.

**12. Obligation of recipients**

It shall be obligatory for the recipient to acknowledge the aid when publishing the work, in respect of which the aid was given and to furnish free of cost four copies of the publication to the University.

**13. Prizes for original work**

It shall be competent for the Syndicate to award prizes for approved original work in any branch of study, subject to such rules and conditions as the Syndicate, may, from time to time prescribe.

**14. Expenditure**

The Syndicate shall have power to defray out of University Funds, such expenditure incurred in connection with research as, in its judgment, is reasonable.

**15. Facilities for Research**

The Syndicate shall also make arrangements, where necessary for affording facilities for the prosecution of research.

**16. Non-stipendiary workers**

The Syndicate may permit persons to work in the Research Departments of the University as non-stipendiary workers.

## CHAPTER 32

### REGISTER OF MATRICULATES

#### 1. Persons to be registered

The University shall maintain Register of Matriculates, in which the names of the following classes of persons shall be registered:—

(a) Holders of completed Secondary School Leaving Certificates issued by the Secretary to the Commissioner for Government Examinations Kerala who have been declared eligible for admission to a course of study in the University.

(b) Candidates who have passed any other examination, conducted by any University or other authority recognised by the University as equivalent to the S.S.L.C. Examination, and who are admitted to a University course of study;

(c) Holders of any degree, title, diploma or certificate other than those specified in clause (a) or (b), on first admission to a University course of study;

(d) Persons other than those specified in clause (a) or (b) or (c) who with or without exemption from attendance certificates are permitted to appear for the first time for any examination of the University;

(e) Persons other than those specified in clause (a) or (b) or (c) or (d) who are candidates for admission to a Research Degree of the University.

#### 2. Other Categories to be registered

All persons who enter upon a course of study or research in the University or appear for an examination of the University for the First time shall be required to have their names registered in the Register of Matriculates maintained by the Syndicate.

#### 3. Particulars of the Register

The Register of Matriculates shall set forth in respect of each Matriculate the following particulars:—

- (i) The name in full (initials to be expanded)
- (ii) The name of father or guardian.
- (iii) Age
- (iv) Religion
- (v) Mother-tongue
- (vi)
  - (a) School, where educated
  - (b) Number and date of School Leaving Certificates
  - (c) Authority issuing such certificate

- (vii) (a) Accepted examination
- (b) Date of passing
- (c) Number of certificate
- (d) Authority issuing certificate
- (viii) Institution entered, with date of admission
- (ix) University examination for which he has been permitted to appear
- OR
- (x) Research Degree for which he is a candidate

#### 4. Fee

Every applicant for registration shall pay to the University such fee as may be prescribed by the Ordinances.

#### 5. Time for Sending Matriculation Forms etc.

(1) The matriculation form, Recognition forms etc. required in a college during an academic year shall be sent to colleges etc., before such date as may be prescribed by the University.

(2) The Principals of colleges, shall on the first working day of every week remit to the Calicut University Fund all the amounts collected under the items specified in clause (1) and send the related Matriculation Fee Receipt forms with chalans at the end of every month, with detailed statements.

(3) The University office shall finalise compilation of the Return of Matriculates by 30th December of every year and send back the fee receipts to the colleges so as to enable these institutions to get them by the 1st of February each year.

#### 6. Migration and Re-admission

Matriculates of this University who have migrated from this University shall have the names removed from the Register by Matriculates of this University. When any such person whose name has been removed from the Register, rejoins this University, he shall register his name as a matriculate of this University afresh, after paying the prescribed fee.

### CHAPTER 33

#### WITHDRAWAL OR CANCELLATION OF DEGREES, DIPLOMAS, TITLES, ETC.

##### 1. Procedure

If evidence is laid before the Syndicate to show that any person on whom a degree, title or other distinction has been conferred or to whom a diploma licence or certificate has been granted by the Senate, has been convicted

what in their opinion is an offence involving moral delinquency, the Syndicate may propose to the Senate that the degree, diploma, title, licence, certificate or other distinction shall be cancelled, and if the proposal is accepted by not less than two-thirds of the members present at a meeting of the Senate and is confirmed by the Chancellor, the degree, diploma, title, licence, certificate or other distinction shall be cancelled accordingly:

Provided that before cancellation of the degree, diploma, title, licence certificate or other distinction of a person, the person affected shall be given a reasonable opportunity to present his case.

### CHAPTER 34

#### REGISTER OF DONORS

The Syndicate shall maintain a Register of Donors showing the following particulars:—

(i) the names and addresses of all persons who have contributed not less than Rupees Five Thousand or transferred property of the like value to the University Fund;

(ii) the name and address of every association that has undertaken to make to the University an annual contribution of Rs. 1,000 (Rs. one thousand) or more, with the period for which such undertaking is given.

### CHAPTER 35

#### DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

##### 1. Degrees of the University

The University may confer the following Degrees:—

(1) Bachelor of Arts	B.A.
(2) Bachelor of Science	B.Sc.
(3) Bachelor of Science (Engineering)	B.Sc. (Eng.)
(4) Bachelor of Education	B.Ed.
(5) Bachelor of Laws	L.L.B.
(6) Bachelor of Medicine and Surgery	M.B.B.S.
(7) Bachelor of Commerce	B.Com.
(8) Bachelor of Ayurvedic Medicine	B.A.M.
(9) Bachelor of Dental Surgery	B.D.S.
(10) Bachelor of Science (Nursing)	B.Sc. (Nursing)
(11) Bachelor of Library Science	B.Lib.Sc.
(12) Master of Arts	M.A.
(13) Master of Letters	M.Litt.
(14) Master of Science	M.Sc.



(15)	Master of Science (Engineering)	M.Sc. (Eng.)
(16)	Master of Education	M.Ed.
(17)	Master of College Teaching	M.C.T.
(18)	Master of Laws	L.L.M.
(19)	Master of Commerce	M.Com.
(20)	Master of Social Work	M.S.W.
(21)	Doctor of Medicine	M.D.
(22)	Master of Surgery	M.S.
(23)	Master of Dental Surgery	M.D.S.
(24)	Master of Philosophy	M.Phil.
(25)	Doctor of Philosophy	Ph. D.
(26)	Master of Chirurgery	M.Ch.
(27)	Doctor of Letters	D.Litt.
(28)	Doctor of Science	D.Sc.
(29)	Doctor of Laws	L.L.D.
(30)	Such other degrees, as the Senate, may, from time to time institute.	

## 2. Diploma and Certificates

The University may grant diplomas and certificates in the following subjects of study:—

- (1) Mechanical Engineering
- (2) Electrical Engineering
- (3) Civil Engineering
- (4) Geography
- (5) Architecture
- (6) Fine Arts
- (7) Bacteriology and Hygiene
  - A. Obstetrics & Gynaecology
  - B. Clinical Pathology
  - C. Public Health
  - D. Child Health
  - E. Radiology
  - F. Ophthalmology
- (8) Chemical Engineering
- (9) French
- (10) English
- (11) Teaching of English
- (12) German
- (13) History
- (14) Chemistry
- (15) Diploma in Office Management
- (16) Diploma in Business Administration.

## 3. Titles in Oriental Studies

The University may confer the following titles in oriental Studies:—

- (1) Vidwan (Hindi), (2) Vidwan (Kannada), (3) Afzal-Ul-Ulama (Arabie) and Adib-e-Fazil (Urdu) and such other titles, as the Senate, may, from time to time decide.

#### **4. Eligibility**

No candidate shall be eligible to qualify for a degree, diploma, certificate or title in this University unless he has undergone the prescribed course of study or research as an enrolled student of a college or other institution of this University or by private registration or is eligible to appear for the examination as laid down in the Regulations.

#### **5. Award of Degree, diplomas etc.**

Same as otherwise provided, the award of Degrees, Diplomas, Certificates, Titles, etc. shall be made in absentia at a meeting of the Senate held after the publication of the results of the examinations concerned, the said meeting of the Senate being considered as a convocation for this purpose.

#### **6. Students of the Kerala University to be admitted to the degrees of the Calicut University**

Candidates who have undergone courses of study or passed part or parts or group or groups of any examination as students of any college or institution affiliated to or maintained by the University of Kerala prior to 23rd July, 1968 shall be deemed to have undergone the corresponding courses of study or passed part [or parts or group or groups of examinations held by the University of Calicut and shall be admitted to the respective degree, diplomas, certificates, titles etc., on completion of the remaining prescribed courses of study and passing the examinations as students of any college or institution affiliated to or maintained by the University of Calicut.

*Note.*—Bonafide whole time teachers shall also be eligible for the concession mentioned above, provided specific prior sanction of the Vice-Chancellor is obtained in each case.

#### **7. Cases of students transferred to the Calicut University from the Kerala University**

Candidates who have been transferred to any College or Institution affiliated to or maintained by the University of Calicut on or after 23rd July 1968 from any college or institution affiliated to or maintained by the University of Kerala or in exceptional circumstances from any other Institution outside the jurisdiction of the University of Calicut under the orders of the appropriate authority of the Calicut University for the purpose of completing a course of study leading to a degree, diploma, certificate or title in the University of Calicut shall be deemed to have completed the prescribed courses of study and passed the examinations on their completing the remaining courses of study and passing the examinations as students of a college or institution affiliated to or maintained by the University of Calicut.

## CHAPTER 36

## PROCEDURE FOR MAKING ORDINANCES

1. **Authority to initiate Ordinance**

(1) The Syndicate may make, amend or repeal Ordinances in the manner hereinafter provided.

(2) Every Ordinance or amendment to or repeal of an Ordinance made by the Syndicate shall be submitted as soon as may be to the Chancellor and to the Senate during its next meeting and shall be considered by the Senate. The Senate shall have power by a resolution passed at such meeting to cancel or modify any such Ordinance.

2. **Suspension of Ordinance**

The Chancellor may direct that the operation of any Ordinance shall be suspended until such time as the Senate has had an opportunity of considering the same.

## CHAPTER 37

## PROCEDURE FOR MAKING REGULATIONS

1. **Authority to initiate Regulations**

The Academic Council may make, amend or repeal Regulations either on its own motion or on the recommendation of the Senate, the Syndicate the faculties or other authorities of the University.

2. **Consultation with Faculties**

The Academic Council shall Ordinarily consult the faculty or Faculties concerned before making, amending or repealing any Regulation relating to:

- (a) courses of Study;
- (b) admissions to the various courses of study and to examinations;
- (c) qualification of teachers;
- (d) appointment and prescription of duties of the Boards of studies and Boards of examiners;
- (e) institution of department of study or research.

3. **Laying of regulations before the Senate.**

All Regulations made or repealed by the Academic Council shall be laid before the Senate during its next succeeding meeting as laid down in section 39 of the Act. The Senate shall have the power to cancel or amend

any Regulation in the manner laid down in clause (c) of sub-section (2) of section 19 of the Act. If any Regulation or an amendment or repeal thereof is not so laid before the Senate, the Regulation or amendment shall lapse or the Regulation repealed shall revive as the case may be, after the next succeeding meeting of the Senate.

#### **4. Suspension of operation of Regulation**

The Chancellor may suspend the operation of and Regulation until the Senate has had an opportunity or considering the same.

### **CHAPTER 38**

#### **LEGAL ADVISER AND STANDING COUNSEL**

It shall be competent for the Syndicate to appoint a Legal Advisor, Standing Counsel for the University for such period and on such terms as it may decide and to perform such duties, as it may, from time to time, decide.

### **CHAPTER 39**

#### **THE CALICUT UNIVERSITY FUND AND THE MANNER OF ITS UTILISATION ETC.**

##### **1. Objects to which the University Fund may be applied**

The University fund shall be utilised for the following objects:—

(a) for repayment of debts incurred by the University for the purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;

(b) for the upkeep of Colleges, Departments, Hostels and other buildings and grounds maintained by the University.

(c) for the payment of salaries and allowances to the teaching and non-teaching staff of the University for and in furtherance of the purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder and for the payment of any provident fund contribution, pension and insurance to any such officers, servants and members of the teaching staff or the members of such establishments;

(d) for the payment of travelling and other allowances to the members of the Senate, the Syndicate, the Academic Council and other authorities of the University or to the members of the Committees or Boards appointed by any of these authorities of the University in pursuance of any provision of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;

(e) for the payment of the cost of audit of the University accounts as fixed by the Government;

(f) for the expense of any suit or proceedings to which the University is a party;

(g) for the payment of any expense incurred by the University in carrying out the provisions of this Act and the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;

(h) for the payment of the Provident Fund contribution to Private College teachers to which the University may be liable prior to the commencement of the Pension Statutes or of any grant-in-aid to the Private Colleges affiliated to the University or to any recognised institution; and

(i) for the payment of any other expense not specified in any of the preceding clauses, but provided for in the budget of the University.

## **2. Restriction of expenditure not included in the Budget**

(1) No sum shall be expended by or on behalf of the University unless the expenditure of the same is covered by a current budget grant or can be met by reappropriation or by drawing on the closing balance.

(2) the closing balance shall not be reduced below such amount as may be prescribed by the Finance Committee.

## **3. Receipts and Disbursement**

The Finance Officer shall be the custodian of the Calicut University Fund. All payments received by him shall be credited under proper heads of account. The Finance Officer shall make all authorised payments out of the University Fund. The Accounts of the University shall be kept by the Finance Officer, under the directions of the Syndicate.

## **4. Payments**

No payment shall be made under main head of expenditure unless there is sufficient balance of the allotment sanctioned under that head.

## **5. Unspent balance**

Unspent balance of budget allotment at the close of the financial year shall automatically lapse to the University fund.

## **6. Powers of the Registrar to draw Establishment Bills etc.**

(1) Subject to the provisions of the Statutes, the Registrar shall be competent—

(i) to draw the establishment, travelling allowance, contingencies and all other bills relating to the University Office;

- (ii) to countersign detailed contingent bills:

Provided that it shall be competent for the Finance officer to countersign all T. A. Bills of employees of the University and members of the Senate, the Syndicate, the Academic Council, Faculties and other Authorities and Bodies of the University, and the members of the Committees of those bodies and other committees appointed by the University;

- (iii) to countersign stipend and scholarship bills and work bills and other bills requiring countersignature by a University Officer.

## **7. Maintenance of Accounts**

The Finance Officer shall be responsible for the proper maintenance of the Accounts of the University, and shall make arrangements under the directions of the Syndicate, for the audit and payment of bills, presented at the University Office.

## **8. Assets Register**

The Registrar shall maintain an Assets Register, in which shall be entered the value and plans of all buildings and other immovable assets owned by the University.

## **9. Accounts regarding construction**

The Registrar shall get from the University Engineer or any other authority entrusted with constructions monthly classified account regarding construction in a form suited to the requirements of the University.

## **10. Custody of Securities etc.**

The Registrar shall be responsible for the custody of all Government securities, Fixed Deposit Receipts, National Savings Certificates and other Securities which are owned by or lodged with the University.

## **11. Release of Securities etc.**

All Securities lodged with the University by the Educational Agencies or Principals of affiliated Colleges, or other persons shall be released under the signature of the Registrar.

# **CHAPTER 40**

## **UNIVERSITY DEPARTMENTS**

### **1. Department of study and/or Research**

A University Department of Study and/or Research is one established by Statute and under the direct control of the University.



## 2. Names of Departments of study and Research.—

The following shall be the Departments of Study and/or Research in the University:—

- (1) Department of Chemistry
- (2) Department of Botany
- (3) Department of Zoology
- (4) Department of History
- (5) Department of Commerce
- (6) Department of Physics
- (7) Department of English
- (8) Department of Malayalam
- (9) Department of Hindi
- (10) Department of Education
- (11) Department of Philosophy
- (12) Department of Psychology
- (13) Department of Mathematics
- (14) School of Drama
- (15) Department of Economics
- (16) Department of Arabic
- (17) Department of Physical Education
- (18) Department of Adult Education
- (19) Such other departments as may be instituted by the Senate from time to time.

(2) Each Department of Study and Research shall be under a Head of the Department who shall be a teacher of the University.

### FORM 1

(See Statute 15 of the Chapter 4)

### UNIVERSITY OF CALICUT

**Annual Confidential Report for the year 19.....**

1. Name of Officer

Date of birth

2. Appointment held during the year (with date) and pay and scale of pay.

3. Total period including the period under report, that the Officer has worked under the reporting Officer

4. General qualifications for post held including any special or technical and professional attainments
5.
  - (i) Health and physical capacity
  - (ii) Conduct
  - (iii) Personality and bearing
  - (iv) Intelligence
  - (v) Promptness, enthusiasm and initiative
  - (vi) Application
  - (vii) Aptitude
  - (viii) Knowledge of work (special reference should be made to ability to note and draft)
  - (ix) Impartiality
  - (x) Integrity
  - (xi) Judgement
  - (xii) Self-reliance—whether opinionated—confident of ability and receptive to ideas
  - (xiii) Willingness to assume responsibility
  - (xiv) Capacity for decision-making
  - (xv) (a) patience; (b) tact and (c) courtesy
  - (xvi) Control of staff (Power of commanding respect and discipline enforcing)
  - (xvii) Matters of official and public interest in which the officer has specialised himself or taken special interest.
  - (xviii) Manner in which the officer discharged the duties of his office during the year.
  - (xix) Any other qualities having a bearing on the duties of the officer.
  - (xx) General remarks
6. Has the Officer any special characteristics and or any outstanding merit or ability which would justify his advancement and special selection for higher appointments in the service.
7. Indebtedness.

(Signature)

Reporting Officer (Name in Block letters)

.....  
Designation.....

## GENERAL

Opinion of Head of Department (when not Reporting Officer) on conduct and efficiency of officer reported on

*Head of the Department*

The Reporting Officer should give his opinion and impression in a concise narrative form so as to cover the officer's knowledge of procedure and departmental techniques, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular the Reporting Officer should say whenever defects are reported, if the officer's attention had been drawn to the defects during the course of the reporting period and if so with what results.

*Note:*—The entries in regard to the various qualities reported on should be descriptive.

Shown to.....

Seen

*Reporting Officer.*

*Reported Officer.*

## FORM 2

(See Statute 2 of Chapter 21)

## UNIVERSITY OF CALICUT

**Form of Application for starting a new college during 197.....**

1. (a) The Agency proposing to start the college  
 (b) Whether the body is registered (Copies of constitution, Bye-laws and certificate of Registration to be enclosed)  
 (c) Personnel of the Managing Body.
2. Location of the college (Name of place, Village/Town Taluk and District)
3. Factors such as location, feeder schools, etc. favourable for the development of the college if it is started.

4. Names of other colleges within a radius of 10 miles.
5. Courses and subjects in which affiliation is sought.
6. Previous application, if any, and their disposal by the University.
7. Number of students proposed to be admitted in each group main.

	<i>Pre-Degree Group</i>	<i>Main</i>	<i>Degree Subsidiary</i>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
8.	(a) Details of financial resources of the management for capital expenditure on buildings and equipment and for the continued maintenance of the college.		
	(b) Endowments, if any		
9.	Details of the accommodation available:		
	No. of rooms available	Dimensions of rooms	Whether permanent building or temporary Structure
	(a) Class rooms		
	(b) Lecture halls		
	(c) Staff rooms		
	(d) Professor's room		
	(e) Principal's room		
	(f) Laboratories		
	(g) Library		

(The information shall be accompanied by plans and drawings)

10. Details of playgrounds available
11. Area demarcated for college buildings and hostels and area of the playgrounds.
12. Details of residential accommodation available for students.

13. Details of residential accommodation available for staff
14. Whether accommodation is available for Principal
15. Details of the Financial guarantee proposed to be furnished to the University by the Management
16. Details regarding the provision made for the purchase of equipment, books, furniture, etc.
17. Rate of fees (Tuition fees and special fees) proposed to be charged from the students:
  - (a) Pre-Degree (Arts group)
  - (b) Pre-Degree (Science group)
  - (c) Degree (Arts group)
  - (d) Degree (Science group)
  - (e) Post-graduate (Arts group)
  - (f) Post-graduate (Science group)
  - (g) Oriental titles
18. Whether the management is prepared to appoint qualified staff and to pay salary in accordance with the laws of the University
19. Whether the Management is willing to appoint a Selection Committee for recruitment of staff in accordance with the laws of the University
20. Declaration:

On behalf of the Management of the proposed new college (name of college, if any) We.....  
 the President of the Educational Agency and President, Board of Management of the said college, jointly and severally undertake to carry out faithfully the provisions of the University Act, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college (This declaration is to be endorsed by the Principal also).

Place:

*President of the Managing Body.*

Date:

*President of Educational Agency.*

## FORM 3

(See Statute 3 of Chapter 21)

## UNIVERSITY OF CALICUT

**Form of Application for upgrading a college/additional affiliation**

1. Name of the college and place
2. Agency running the college
3. Whether the Agency is registered and if so under what Act?
4. Constitution and personnel of the Managing Body
5. Whether the constitution has been approved by the University
6. Existing courses of studies in the colleges
7. Courses and subjects in which affiliation is sought
8. (a) Number of students proposed to be admitted in each course  
(b) Present strength of the college
9. Whether the college has fulfilled the conditions laid down by the University. (regarding Management, Administration and academic matters) and the inspection commission regarding existing courses
10. Previous application, if any; for affiliation in the same subjects and the results of such application
11. Whether the college has suspended or dropped any course of study for which affiliation has been granted. If so, give particulars
12. Rates of fees proposed to be levied (Tuition fees and special fees)
 

(a) Degree	Arts Group
(b) Degree	Science Group
(c) P.G.	Arts
(d) P.G.	Science
13. Existing rates of fees Course and group-wise



14. (a) Accommodation now available for teaching the subjects proposed to be started (A sketch plan of lecture halls with dimensions marked should be attached)
- (b) Whether permanent buildings are available or only temporary structure
- (c) Whether any other subject is taught in the same room with suitable adjustments of the time table and if so the details

15. Additional accommodation proposed if any

NO. OF GLASS ROOMS/LABORATORIES

16. (a) Details of laboratory facilities available or proposed to be made available for each proposed subject (A sketch plan of the laboratory showing the dimensions of the Laboratory, the arrangement of work tables, the dimensions of the work tables, provision of gas, water, light, etc., should be furnished)
- (b) Whether any other practical or theory class will be conducted in the same laboratory. Give details
17. Details of the arrangements made for store-room, preparation room, balance room and staff room in respect of each proposed subject (Indicate dimensions of rooms on a sketch map)
18. Provision made for Herbarium, Museum, Frog Pond, etc., for Natural Science subjects
19. Amount spent so far on capital expenditure for the purchase of equipment in each subject proposed to be started

*Subject*

*Amount spent*

.....

.....

.....

.....

.....

.....

20. Provision-annual-made for the purchase of equipment and Chemicals for the maintenance of laboratories

21. (a) Details of Library and Reading room facilities
  - (b) Amount spent so far on capital expenditure for the purchase of books
  - (c) Provision made for the purchase of books during the current year for each main subject proposed to be started
  - (d) Provision made for recurring expenditure on the purchase of books
  22. Provision made for the purchase of additional furniture required
  23. (a) Details of existing staff in the subjects proposed to be started
  - (b) Additional staff for 1st year, 2nd year and 3rd year
  24. Whether the management is willing to appoint Selection Committee for the recruitment of staff in accordance with the Laws of the University
  25. (a) Details of Hostel facilities now available
  - (b) Provision made for additional Hostel accommodation in view of the additional affiliation applied for
  - (c) Details of residential accommodation available for staff, including Principal
  26. Area of the Playgrounds, and provision made for games
  27. Financial resources of the college for its continued maintenance
- Financial resources:
- (A) Capital
    - (1) Approximate value of the buildings
    - (2) Endowments
    - (3) Deposit with the University
    - (4) Additional resources
    - (5) Other capital items
  - (B) Income for last two years from
    - (1) Endowments
    - (2) Property
    - (3) Fees
    - (4) Grants
    - (5) Other sources

## (C) Expenditure

1. for the past two years
2. for the coming year (estimate)
3. Budget for the last two years

## (D) Whether salary payment to the staff has been regular

28. (a) Details of financial guarantee furnished to the University by the Management
- (b) Details of financial guarantee proposed to be furnished to the University by the Management

## 29. Declaration:

On behalf of the ..... College (Name of College) We, the Principal, President, Board of Management and the sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the University Act, the Statutes, the Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college.

Place:

Date:

Signature of the Principal

Signature of the President, Managing Body/  
Educational Agency.

## FORM 4

(See Statute 3 of Chapter 21)

## UNIVERSITY OF CALICUT

**Form of Application for starting post-graduate courses**

1. Name of the college and place
2. Agency running the college
3. Whether the Agency is registered and if so, under what Act
4. Constitution and personnel of the Managing Body
5. Whether the constitution has been approved by the University

6. (a) Number of students proposed to be admitted in each course  
(b) Present strength of the college
7. Existing courses of studies in the college
8. Courses and subjects in which affiliation is sought
9. Brief history of the college not exceeding one page showing the year of starting of the college, the major development, present strength of the college both regarding staff and students
10. Whether the college has fulfilled conditions laid down by the University (Regarding management, administration and academic matters) and the inspection Commission regarding existing courses
11. Previous application, if any, for affiliation in the same subjects and the results of such application
12. Whether the college has suspended or dropped any courses of study for which affiliation has been granted, if so, give particulars
13. Rates of fees proposed to be levied  
(Tuition fees and special fees)
  - (1) Tuition fees
  - (2) Laboratory fees
  - (3) Library fees
  - (4) Special fees
  - (5) Other fees if any
14. Existing rates of fees—Course and group-wise
15. (a) Accommodation now available for teaching the subjects proposed to be started  
(A sketch plan of lecture halls with dimensions marked should be attached)  
(b) Whether permanent buildings are available or only temporary structures  
(c) Whether any other subject is taught in the same room with suitable adjustments of the time table and if so, the details
16. Additional accommodation proposed, if any  
No. of class rooms/laboratories/Staff rooms/  
Seminar Room with dimensions

17. (a) Details of laboratory facilities available or proposed to be made available for each proposed subject (A sketch plan of the laboratory showing the dimensions of the lab., the arrangement of work tables, the dimensions of the work-tables, provision of gas, water, light, etc. should be furnished)

(b) Whether any other practical or theory class will be conducted in the same lab. Give details

18. Details of the arrangements made for the store-room, preparation rooms, balance room and staff room in respect of each proposed subject (Indicate dimensions of room on a sketch map)
19. Provision made for Herbarium, Museum, Frog Pond, etc. for Natural Science subjects
20. Amount spent so far on capital expenditure for the purchase of equipment in each subject proposed to be started

*Subject*

*Amount spent*

.....	.....
.....	.....
.....	.....

21. Provision-annual-made for the purchase of equipment and chemicals for the maintenance of laboratories
22. Provision made for the purchase of additional furniture required
23. Financial resources of the college for its continued maintenance

#### Final resources

##### (A) Capital

1. Approximate value of the buildings
2. Endowments
3. Deposit with the University
4. Additional resources
5. Other capital items

## (B) Income for last two years from

1. Endowments
2. Property
3. Fees
4. Grants
5. Other sources

## (C) Expenditure

1. for the past two years
2. for the coming year (estimate)
3. Budget for the last two years

## (D) Whether salary payment to the staff has been regular

24. (a) Details of financial guarantee furnished to the University by the Management
- (b) Details of financial guarantee proposed to be furnished to the University by the Management

## 25. Strength and Examination results at the degree level in the subjects for which affiliation is sought (for the last five years).

1. Year
2. No. of students admitted for the particular batch (Admissions made three years earlier)
3. No. of students presented for University examination
4. Total number of students passing
5. No. of students with I class among those in (4)
6. No. of students with II class among those in (4)
7. No. of students with III class among those in (4)
8. Percentage of passes



26. Optional papers proposed for the P. G. courses

27. Proposed mode of selection of students:

- (1) Whether by the Principal or by a Committee
- (2) If by a Committee, composition of the Committee
- (3) The principles proposed to be adopted in the selection of students

28. Staff:

- (1) Strength of the staff in the Department with composition of staff as Professor, Lecturer, etc.
- (2) Whether separate staff are proposed to be appointed for P. G. course or whether teaching work is to be assigned to the staff in both Post-graduate and under-graduate classes
- (3) Proposed number of teachers who are assigned teaching work in Post-graduate classes

(4) List of teachers in the Department with details of qualification, hours of teaching work in the P. G. and under-graduate classes in the following pro forma:—

<i>Name</i>	<i>Designation</i>	<i>Qualification</i>	<i>Research Degree if any</i>	<i>Published Research work if any</i>	<i>Other Publications if any</i>
(1)	(2)	(3)	(4)	(5)	(6)

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<i>Teaching experience</i>			<i>Teaching work</i>			<i>Composition Correction</i>	<i>Remarks</i>
<i>Degree</i>	<i>PG</i>	<i>Total</i>	<i>PDC</i>	<i>Degree</i>	<i>P. G. work</i>		
	(7)			(8)		(9)	(10)

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- (5) A history of the educational service of each member may be furnished duly signed by the teacher and the Principal. It should contain his history of total service, his research and the academic work, his service as an Examiner, member of the Board of Examiners, Board of Studies, etc.
- (6) Research work:
  1. Research works published by members of the Department
  2. Research papers published by the members with the names of the Research Journals
  3. Other works if any published by the members of the staff

## 29. Library:

### (A) Books

1. Total number of volumes in the college library
2. Total number of volumes in the particular subjects
3. Whether there is a separate section in the library for books intended for P.G. students
4. No. of volumes intended for P. G. section
5. No. of books in each sub-section such as Shakespeare, History of the Language, Drama, Poetry, Fiction, Criticism, etc.
6. Whether there is a Text Book Library in the subject and if so, the number and titles of the books available

### (B) Number and names of Journals subscribed for the Post-graduate section

### (C) Accommodation for Library:

- (i) Accommodation for General Library
- (ii) Accommodation for Sectional Library if there is a separate section
- (iii) Accommodation for Seminar Library:

### (D) Library staff and working hours of Library

- (i) Name and qualification of the Chief Librarian

- (ii) If there are other qualified library staff, name and qualification
- (iii) Other staff in the Library
- (iv) If there is any exclusive staff for the P.G. section, their number, name and qualification
- (v) Whether the library works beyond regular college hours, in the morning and evening and if so the actual hours of work
- (vi) Whether the library works during week end and other holidays.

### 30. Methods of Teaching:

- (1) How many hours per week are set apart for Lectur/practical class?
- (2) How many hours per week are set apart for other work, such as Seminars, group discussions, tutorials? Give full details of the nature of work and assignment of hours for each item.
- (3) Is the method of giving assignments proposed to be tried?
- (4) Is there any supervised library work assigned? If so, indicate the nature of the guidance and supervision in the library.

Furnish a copy of the Time Table of the Post-graduate Department showing the subjects, classes and teachers.

### 31. Residence of students:

- (1) What is the total accommodation in the College Hostels for Men and Women?
- (2) What is the total accommodation provided for P. G. Students?
- (3) Are they given single rooms or double rooms or three seated rooms?
- (4) Give the following figures for the last three years:—
  - (a) No. of students in the P.G. course
  - (b) No. coming from beyond a distance of 8 kms. from the college

(c) No. actually provided Hostel accommodation

(d) The reason for not providing Hostel accommodation for those coming from beyond a distance of 8 kms. from the college

32. Whether the management is willing to appoint a Selection Committee for the recruitment of staff in accordance with the laws of the University

### 33. Declaration:

On behalf of the.....College (name of the college) we, the Principal, President, Board of Management and the Sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the University Act, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college.

Signature of Principal

Signature of President, Managing body

Place:

Signature of Educational Agency

Date:

### FORM 5

[See Statute 3 of Chapter 21]

### UNIVERSITY OF CALICUT

#### Form of Application for additional seats in existing courses

1. Name of college and place
2. Name of course in which increase of seats is applied for

*Existing strength/Increase proposed*

1.

2.

3.



3. Whether the proposed increase is to be permanent or temporary
4. Nature of affiliation granted to the subject(s) in which increase of seats is requested for:

*Provisional    Temporary    Permanent*

- 1.
- 2.
- 3.
5. Additional accommodation made or proposed to be made to accommodate the students if additional seats are sanctioned  
Class rooms, laboratories, No. of rooms, Dimensions, Lecture Halls, Library
6. Whether additional staff will be required for the subject (s) in which increase of seats has been applied for or for languages, under Parts I and II of the Degree course and Part I of the Pre-degree course. If required give details
7. Whether the Management is willing to appoint a selection Committee for the recruitment of staff in accordance with the laws of the University?

### 8. Declaration:

On behalf of the.....College (name of the College) we, the Principal, President, Board of Management and the sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the University Act, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college.

	Signature of Principal
Place:	Signature of President, Managing Body
Date:	Signature of Sponsor, Educational Agency

By order of the Governor,  
V. VENKITANARAYANAN,  
*Special Secretary to Government.*

### Explanatory Note

(This does not form part of the notification but is intended to give its general purport).

Section 82 of the Calicut University Act, 1975 (5 of 1975) confers power on the Government to make the First Statutes of the University of Calicut, notwithstanding anything contained therein. The Government have already published the First Statutes in respect of certain matters. It is considered necessary that the First Statutes on certain other matters should also be published. The present notification is intended to achieve this object.